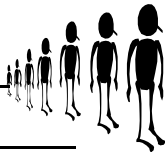


Global Email Lists



Global email lists are set up (and can only be changed) by the email administrators.



First Class

Everyone with an account on our email system has access to our global email lists

To see what lists are available:

1. Go to the Collaborate Menu, and choose Directory.
2. Now up in the pattern box at the top of the window, in the word list.

Is it a global list (available to everyone on the system), and who is actually on a particular list?

1. Open the Directory, as described above, or by pressing the Control and L keys.
2. Type the word list in the pattern box.
3. Double click on the little icon to the left of the name of any list.
 - All the recipients will be listed in a box at the bottom right under the name of the list.
 - If it is a global list - you will see the words **Global Mail List** in bold at the top of the window. If you do not see these words, then it is a list you created in your address book and is only available to you.