



E-mail Distribution Lists

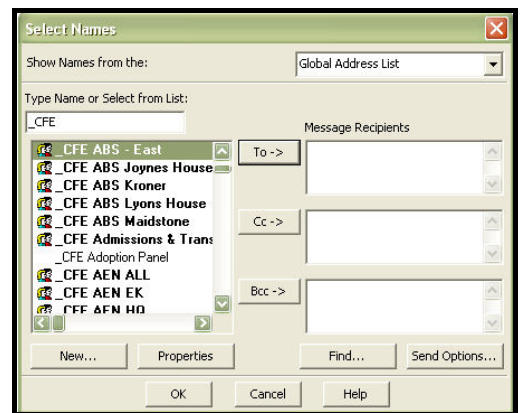
KCC's *Global E-Mail Address List* provides staff with access to both individual e-mail addresses and a variety of *distribution lists*.



Distribution lists are a group of addresses containing staff who work within a particular unit, location or have a shared interest in receiving information about a particular area of work. By using a distribution list, you can send information to a specific group of staff without having to know the individuals who make up that group or pick them individually from the Global Address book (all KCC staff emails).



The CFE distribution lists are highlighted in the global listings in **bold**, and all begin with “_CFE” followed by a title detailing the grouping the distribution list serves.



Frequently Asked Questions

Why are distribution lists important?

Apart from supporting effective team communication, distribution lists are also essential to the way the Directorate communicates internally. Central CFE Communications (and Corporate Communications) make use of the “_CFE All” list. This is a restricted list which can only be used by certain key stakeholders within the Directorate.

This list **only** includes the “_CFE” distribution lists, i.e. it **does not** include individual e-mail addresses. **If staff are not included in one of these distribution lists they will not receive central CFE Communications.**

Our team does not have a distribution list. How do we set one up?

If your team does not have a distribution list, your team manager should identify who should be responsible for setting up and maintaining the team's distribution list. The proposed owner of the list will be responsible for populating and keeping the list up to date.

Once identified, the list owner should complete the form available through the following link: <http://knet2:8080/isg/service-requests/service/FLS039 - Global Distribution List Request.doc>

The name of the distribution list should be identified in the field marked "**Proposed List Name**". This should be "**_CFE**" followed by a recognisable team / office name, .e.g "**_CFE Admissions**" or "**_CFE Psychology West Kent**". If your team is part of the Childrens' Social Services, please use "**_CFE CS**" followed by the team name / office.

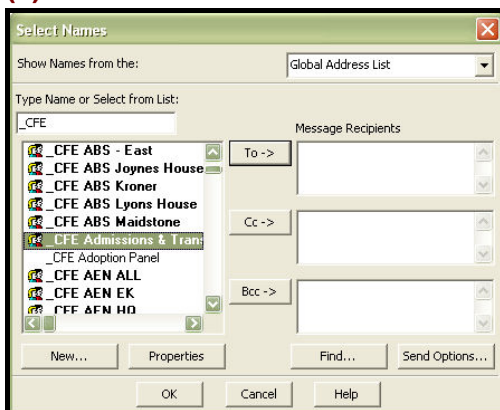
Once completed, the form should be sent to the CFE Communications Team, for authorisation.

Everyone in my team receives central communications but not me?

You are probably not included in an appropriate distribution list. You need to identify which lists your team / office has been added to, and ask the list owner to include you.

You can identify who the owner of the list is by highlighting the list you need to be included in (1) and then viewing the list properties (2)

(1)



(2)

