

Student Distribution Lists

Use these lists to communicate with students. These lists can only be used by Staff of the University, not Students.

Student Module Groups:	1
Advisee Groups	2
Class Lists	2
All Year Students	3

Student Module Groups:

Send an email the students of a particular module.

- Compose your message
- Click on the **To:** button of the new message window to open the Microsoft Outlook address book
- To find the mailing list of a particular module, In the text area under **Type Name or Select from List:** type the text **“students of Module x”** (where **x** is the module number)

– Figure 1 - Module List

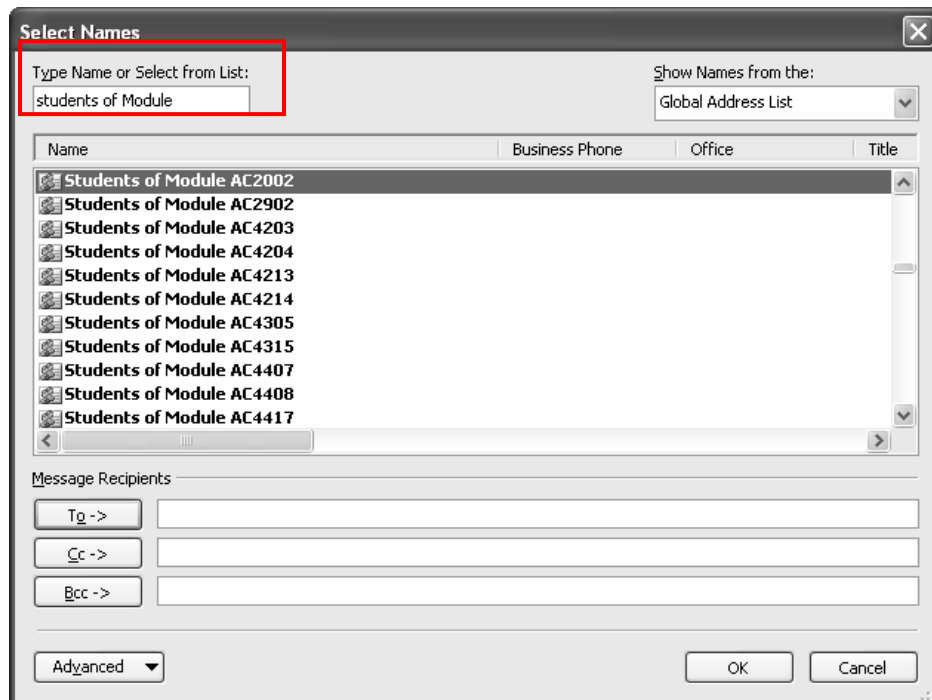
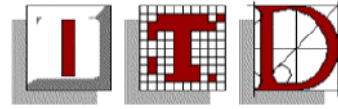


Figure 1 - Module List



Advisee Groups

Send an email to all your advisees or advisees in a particular year..

- Compose your message
- Click on the **To:** button of the new message window to open the Microsoft Outlook address book
- To find the mailing list of an advisee group for a particular year - under **Type Name or Select from List:** type the text “Yn...” (where n is the year) – **Figure 2 – Advisees of a year**
- To find the mailing list of all your advisee groups - type the text “YAll Your Name” – **Figure 3 – All your Advisees**



Figure 2 – Advisees of a year



Figure 3 – All your Advisees

Class Lists

Email a Class List

- Send an email to all a class list.
- Compose your message
- Click on the **To:** button of the new message window to open the Microsoft Outlook address book
- To find the mailing list of a class - under **Type Name or Select from List:** type the text “Class List XXX” (where XXX is the name of the module) – **Figure 4 – Class Lists**

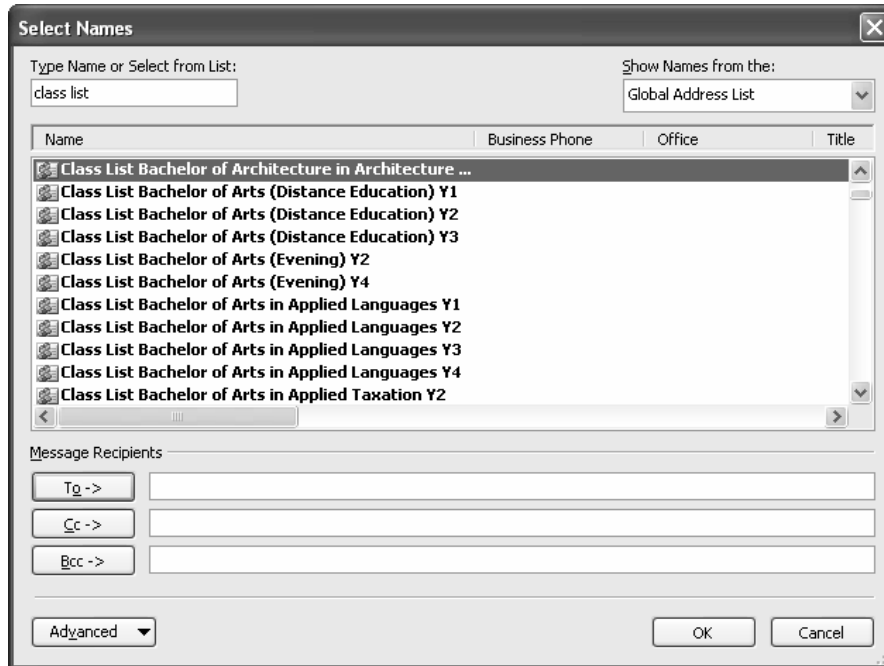
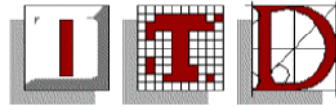


Figure 4 – Class Lists

All Year Students

Use this service to contact the Student Community as a whole...

Any staff member that wishes to contact all students, can do so by emailing an announcement to the student home page.

Create your email message in the usual and then send the email to Students@ulportal.ul.ie (Please note: you should contact the service desk in order to grant you with permissions to email to this list).

Your email / announcement will appear on <http://ulportal/SiteDirectory/Students/default.aspx>. (A student will see the Student Portal site when they log onto a UL PC).