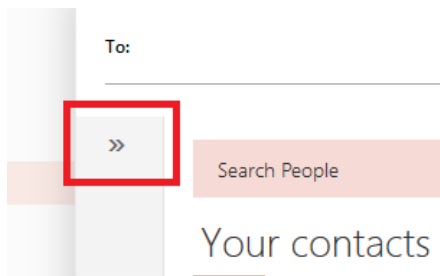


# HOW TO FIND EMAIL GROUPS

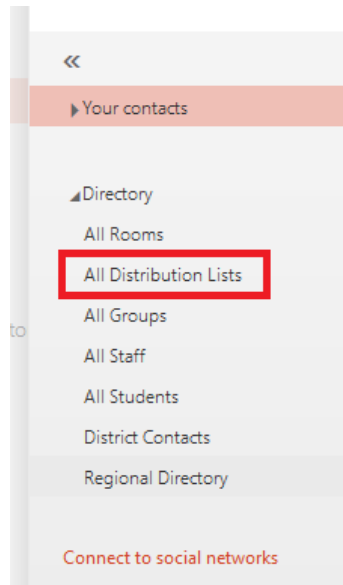
1) When in an email – click TO



2) Click the double arrow >>



3) Select "All Distribution Lists"



This is a complete listing of all group emails in our directory. If there is a group that is missing please notify IT so we can add it – make sure you attach a list of users who should be in the group.

Note: If the group email address contains periods, ex: [clv.hs.teachers.office.admin@clvschools.org](mailto:clv.hs.teachers.office.admin@clvschools.org), NOTIFY IT DEPT. This is an error and you will get an email back that the email address was not found.



Your message to [CLV.HS.Teachers.Office.Admin@clvschools.org](mailto:CLV.HS.Teachers.Office.Admin@clvschools.org) couldn't be delivered.

[CLV.HS.Teachers.Office.Admin](mailto:CLV.HS.Teachers.Office.Admin@clvschools.org) wasn't found at [clvschools.org](http://clvschools.org).

tgianicchi	Office 365	CLV.HS.Teachers.Offi. ...
<b>Action Required</b>		Recipient
Unknown To address		