Law School Mail Distribution Lists

A server email distribution list can be created if a group of users is addressed frequently. Distribution lists make email easier as a single entry addresses multiple people. Personal distribution lists are maintained in an account's Contact list and are available only within that account. Server distribution lists are maintained within the law school's Global Address List and are available to all users. Class email distribution lists are created when class rosters are provided to IT; IT makes server distribution lists only for larger classes. See [Create a Distribution List](#) for instructions how to make a personal email list. Requests for server lists should be sent to the helpdesk.