



Collinsville Community Unit School District No. 10

201 West Clay Street • Collinsville, Illinois 62234 • 618-346-6350 • Fax 618-346-6357

Steps for Sending an Email to CERTIFIED and NON-CERTIFIED District Staff Members

These guidelines are for DISTRICT staff members using Novell Groupwise only.

These addresses are not defined for external use from other email systems.

District staff: It's easy to send an email to all certified and/or noncertified staff members in a building! It's also easy to send an email to all district employees! These groups are already created in the Novell Groupwise Address Book for you!

To send an email to ALL CUSD STAFF:

Select **ALL CUSD CERTIFIED** and select **ALL CUSD NONCERTIFIED**

If you wish to send to just CERTIFIED, select just the CERTIFIED list! Same for NON-CERTIFIED!

To send an email to ALL ADMIN STAFF:

Select **ALL ADMIN BLDG CERTIFIED** and select **ALL ADMIN BLDG NONCERTIFIED**

If you wish to send to just CERTIFIED, select just the CERTIFIED list! Same for NON-CERTIFIED!

To send an email to ALL CASEYVILLE STAFF:

Select **CASEYVILLE CERTIFIED** and select **CASEYVILLE NONCERTIFIED**

If you wish to send to just CERTIFIED, select just the CERTIFIED list! Same for NON-CERTIFIED!

To send an email to ALL CHS STAFF:

Select **CHS CERTIFIED** and select **CHS NONCERTIFIED**

If you wish to send to just CERTIFIED, select just the CERTIFIED list! Same for NON-CERTIFIED!

To send an email to ALL CIS STAFF:

Select **CIS CERTIFIED** and select **CIS NONCERTIFIED**

If you wish to send to just CERTIFIED, select just the CERTIFIED list! Same for NON-CERTIFIED!

To send an email to ALL CMS STAFF:

Select **CMS CERTIFIED** and select **CMS NONCERTIFIED**

If you wish to send to just CERTIFIED, select just the CERTIFIED list! Same for NON-CERTIFIED!

To send an email to ALL HOLLYWOOD STAFF:

Select **HOLLYWOOD CERTIFIED** and select **HOLLYWOOD NONCERTIFIED**

If you wish to send to just CERTIFIED, select just the CERTIFIED list! Same for NON-CERTIFIED!

To send an email to ALL JEFFERSON STAFF:

Select **JEFFERSON CERTIFIED** and select **JEFFERSON NONCERTIFIED**

If you wish to send to just CERTIFIED, select just the CERTIFIED list! Same for NON-CERTIFIED!

To send an email to ALL KREITNER STAFF:

Select **KREITNER CERTIFIED** and select **KREITNER NONCERTIFIED**

If you wish to send to just CERTIFIED, select just the CERTIFIED list! Same for NON-CERTIFIED!

To send an email to ALL MARYVILLE STAFF:

Select **MARYVILLE CERTIFIED** and select **MARYVILLE NONCERTIFIED**

If you wish to send to just CERTIFIED, select just the CERTIFIED list! Same for NON-CERTIFIED!

To send an email to ALL RENFRO STAFF:

Select **RENFRO CERTIFIED** and select **RENFRO NONCERTIFIED**

If you wish to send to just CERTIFIED, select just the CERTIFIED list! Same for NON-CERTIFIED!

To send an email to ALL SUMMIT STAFF:

Select **SUMMIT CERTIFIED** and select **SUMMIT NONCERTIFIED**

If you wish to send to just CERTIFIED, select just the CERTIFIED list! Same for NON-CERTIFIED!

To send an email to ALL TWIN ECHO STAFF:

Select **TWIN ECHO CERTIFIED** and select **TWIN ECHO NONCERTIFIED**

If you wish to send to just CERTIFIED, select just the CERTIFIED list! Same for NON-CERTIFIED!

To send an email to **ALL WEBSTER STAFF**:

Select **WEBSTER CERTIFIED** and select **WEBSTER NONCERTIFIED**

If you wish to send to just CERTIFIED, select just the CERTIFIED list! Same for NON-CERTIFIED!

To send an email to **ALL SPECIAL EDUCATION OFFICE STAFF (Housed at Webster)**:

Select **SPED OFFICE CERTIFIED** and select **SPED OFFICE NONCERTIFIED**

If you wish to send to just CERTIFIED, select just the CERTIFIED list! Same for NON-CERTIFIED!

If you have questions about locate and/or use these groups in Groupwise, please be sure to ask you Technology Department staff member for assistance!