Creating Recipient Lists

An online training session for Police force administrators
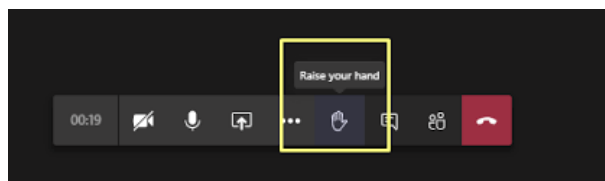
Duration: 30 Minutes

Meeting Etiquette

★ *For sessions with less that 15 people:*

During the meeting, please mute your microphone unless you have a question.

If you have a question, feel free to ask it at any time. If you need to, you can raise your hand in the meeting which will get our attention quickly.

You may have your camera on if you wish.

★ *For sessions with 15 people+:*

During the meeting, please mute your microphone.

If you have a question, feel free to put that into the meeting chat at any time. Questions will be answered from the chat, although you are welcome to raise your hand if you wish to ask a vocal question.

We request that cameras are switched off with 15+ people, as some people may experience bandwidth problems when too many cameras are active.

AGENDA

★ Building a simple recipient list
    Adding specific users to the recipient list
    Adding defined areas to the recipient list
    Adding groups or demographics to the recipient list

★ Explaining other recipient list options
    A detailed look into building more advanced recipient lists with the "Exclude" or "Must be in" options.

★ Saving lists as quick links, shared lists, and editing pre-existing lists

★ Conclusion
    Questions
    Additional Assistance