There are a number of Enterprise School Distribution Lists provided to allow communication to and within schools. Membership to these lists is from a variety of different methods. If the membership is not correct, the correction would be dependent on the method of the update.

Access Management Utility – AMU

Principals (or delegates) can manage the group membership(s) via AMU for Enhanced T4L Servers (eT4L) and School Resources (SRS). These groups are designed to provide access to resources in schools as well as being distribution lists.

Staff Management Utility - SMU

Principals (or delegates) can manage Casual Teachers via SMU. These groups provide access to resources in schools as well as being distribution lists.

People and Services (formally HR)

Some distribution lists are populated via HR information based on role and location information. Currently HR systems only supports substantive roles and the last location entered for Permanent staff (PEPs). Relieving and Part time roles are not currently supported.

Service Desk

The Service Desk can modify the Relieving Principals group once appropriate forms have been approved and submitted.

How Distribution Lists are Populated and Managed

Enterprise Distribution List Name	Visible in the Address Book	Membership Managed By	How to Correct Memberships
School name - School.All.Staff	Yes	None – Rollup group	Not Applicable
School name - School.Casual.NonTeacher	Yes	Principal (or delegate) via SMU	Update membership in SMU *(under Staff Management: Casual Add and Remove)*
School name - School.Casual.Teacher	Yes	Principal (or delegate) via SMU	Update membership in SMU *(under Staff Management: Casual Add and Remove)*
School name - School.DeputyPrincipal	Yes	HR	Contact People and Services
School name - School.NonTeacher	Yes	HR	Contact People and Services
School name - School.Office	Yes	Principal (or delegate) via AMU	Update membership in AMU *(under SRS - School Resources: Office Staff Group)*
School name - School.PracTeacher	No	Principal (or delegate) via AMU	Update membership in AMU *(under SRS - School Resources: Practice Teacher Group)*
School name - School.Principal	Yes	HR	Contact People and Services
School name - School.RelPrincipal	Yes	Service Desk	Complete the form and log a call to the ICT Service Desk
School name - School.RelSubExec	No	Principal (or delegate) via AMU	Update membership in AMU *(under SRS - School Resources: Relieving Sub Exec Group)*
School name - School.StaffOther	Yes	Principal (or delegate) via AMU	Update membership in AMU *(under SRS - School Resources: Other School Staff Group)*
School name - School.SubExec	Yes	HR	Contact People and Services
School name - School.Teacher	Yes	HR	Contact People and Services

Please note the above distribution lists are restricted and only authorised staff can email these lists. Authorised staff include anyone in one of the above lists and the school admin and school shared mailboxes.