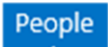





Create a Custom Distribution List

Revised: October 16, 2013

With My UCDSB, you can create your own distribution lists.

To create a distribution list, follow the steps below:

- 1) Log into your My UCDSB account at <https://my.ucdsb.ca>
- 2) Click on the  button located at the top of your screen.
- 3) Click on  button in the top right of your screen.
- 4) Click on **Create Group**. In the **Group name:** box, enter the name you would like to call your group.
- 5) In the **Members:** box, type in the names of the people you would like to add to the group. As you type the names, people from your contacts will automatically appear.
- 6) When you have finished adding all the people to the group, click .
- 7) To access your newly created group simply click on **Groups** in the  section of your email.