NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
Dr. R. Scott Ralls, President

July 11, 2008

MEMORANDUM

TO: Community College Presidents
            Community College GroupWise Administrators

FROM: Saundra W. Williams, Senior Vice President and
            Chief of Technology and Workforce Development

SUBJECT: System-Wide GroupWise Distribution for the CC Lists

System-wide distribution lists is one of the important capabilities of the GroupWise e-mail system that is used by all community colleges. This capability is based on having a set of system-wide "CC" lists on the System Office GroupWise e-mail system and a corresponding set of local "LL" lists on each community college's e-mail system. The "CC" lists are available to all community college administrators and staff members through the synchronization of GroupWise directories.

The purpose of this memo is to ensure that all "LL" lists at each community college are up to date. **Since the "CC" lists are used by System Office staff members and by local colleges to distribute essential information to college administrators and staff members, each college must effectively manage their local subscriptions**.

The provision of local college "LL" lists provides each community college with the ability to, and responsibility for, identifying those administrators and staff members who should receive e-mail messages that are sent to the corresponding "CC" list. Each college must also locally manage the subscriptions to ensure that the appropriate individuals are subscribed to each list. If the appropriate people are not subscribed to each "LL" list at the local community college campus, then he or she may not receive critical correspondence. For example, if the local college campus has not updated their "LL" list for "CC" presidents, then the president of the college may not receive critical e-mail correspondence.

The list of "CC" lists and instructions for their use are on the System Office web server at: http://www.nccommunitycolleges.edu/Systems/projects/groupwise/gwgroups.htm. Detailed information about GroupWise version 7 distribution lists is available at Novell's web site:

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http://www.novell.com/documentation/gw7/gw7_admin/index.html?page=/documentation/gw7/gw7_admin/data/a7q4ymy.html.

Please use these instructions to verify that the appropriate people are subscribed to each "LL" list.

Please contact Steve Kornegay, Associate Director for Systems and Networks, if you have any questions about the use and management of distribution lists.

SWW:RRB:sh

cc: Community College System Administrators
            Community College Network Administrators
            Mr. Fred Williams
            Mr. Bob Blackmun
            Mr. Steve Kornegay