



Mailing Distribution Lists

The lists that have been set up (so far) are:

Distribution Lists									
<i>With links to Sub-committee web documents</i>									
	<u>Environment Committee</u>	<u>Eton Town Councillors</u>	<u>Eton Wick Councillors</u>	<u>Facilities Management</u>	<u>Haywards Mead Management</u>	<u>IT / Social Media Group</u>	<u>Development Management</u>	<u>South Meadow Lane Pavilion</u>	<u>Standing Committee</u>
eMail address for group members (@EtonTC.uk)	<u>Environment@..</u>	<u>ET@etontc.uk</u>	<u>EW@etontc.uk</u>	<u>Facilities@..</u>	<u>Haywards@..</u>	<u>IT SM@..</u>	<u>DevMan@..</u>	<u>SouthMeadow@..</u>	<u>Standing@..</u>
Councillor									
Malcolm Alexander		✓		✓			✓		✓
Casual Vacancy		✓							
Michael Blightman		✓				✓			✓
Sue Evans	✓		✓						
Douglas Hill	✓	✓						✓	
Margaret Hayes-Powell	✓	✓		✓				✓	✓
Nik Howarth			✓	✓		✓			
John Lovell	✓		✓	✓	✓	✓	✓	✓	✓
Malcolm Leach	✓	✓		✓	✓	✓	✓	✓	✓
Peter Lawless	✓		✓	✓	✓		✓		✓
Yvonne Olney	✓		✓			✓			
Ken Robertson	✓		✓			✓			✓
James Stanforth		✓		✓		✓	✓	✓	✓
Linda Tarbox			✓		✓			✓	✓
Town Clerk	✓			✓	✓	✓	✓	✓	✓
Please note that the following have been identified as special advisors, but they are NOT included in the Distribution Lists									
Claire Taylor	✓								
Laura Regazzacci					✓				
Ros Rivaz	✓						✓		
David Treder								✓	



There are a number of Committees that operate within Eton Town Council and it can sometimes be hard to keep track of who is on which Committee.

The Mailbox system allows us to create and manage Distribution Lists centrally. The benefit of this is that you don't have to remember who to include on an email. You can just write to the distribution list address.

How These Lists Work

If I want to write to everyone on the Standing Committee, I simply have to address my email to Standing@EtonTC.uk.

The Mailbox system will recognise "Standing" as a Mailbox distribution list and deliver my mail to all the individuals belonging to this list as indicated above.

I can, of course, add other people on the "To:" line as I wish. For example, I could write to all the members of the Standing Group and all the Eton Wick Councillors, like this:

The screenshot shows an email composition interface with the following fields:

- From:** webmaster@etontc.uk (with a 'Bcc' link to the right)
- To:** standing@etontc.uk
- Cc:** EW@EtontC.uk
- Subject:** Add a subject

You will have noticed that the distribution lists **do not** include external advisors. If you need to include them for a specific email, you will need to add them manually to your "To" list.

Furthermore, these lists are accessible to all external users, so for example a constituent could write to Standing@EtonTC.uk if they had a Standing Committee issue.

I hope that this is clear and I believe that their use will save you time, but if you have any doubts about the Lists, please contact me and I will try to explain.