LEARNLINK DISTRIBUTION LISTS
Staff and Student Email

FS70-228   Version: 1.4   Last Modified: September 2013

LearnLink will automatically create and maintain Distribution Lists for use in the Staff and Student Email System. They will be accessible from the Global Address List (GAL) from within Outlook Web Access, Microsoft Outlook and other advanced mail clients.

There are three primary types of Distribution Lists in the Global Address List:

LearnLink created and maintained across the agency
LearnLink created and maintained across a school or preschool
LearnLink created and maintained by the school or preschool

There will be some restrictions on who is allowed to send to some Distributions Lists, as outlined below.

NOTE: Originally some email addresses had an underscore in their name (e.g. dl.XXXX_leaders). This has been changed to a dot to make it consistent with other distribution lists. The original underscore versions will continue to work however as they are recorded as a secondary name on the distribution list.

NOTE: As of the 14th September 2013 two new Distribution Lists have been created specifically for School Principals and Preschool Directors. For more information regarding the intended use of these lists see **FS70-500 - How to use Leadership Distribution Lists**.

Automatically created and maintained for each school and preschool

The following Distribution Lists are created and maintained by the LearnLink Identity Management process for each school and preschool. To manually adjust the membership of these distribution lists you need to assign the corresponding role in LearnLink Admin.

Distribution List	Description	Sender Restrictions	Example
DL: [Site Name] Preschool Director	A Distribution List for the Preschool Director at the preschool. This is a replacement for the previous kindy.director@<preschoolname>.sa.edu.au addresses	No Restrictions	dl.0102.director@schools.sa.edu.au
DL: [Site Name] School Principal	A Distribution List for the Principal at the school. This is a replacement for the previous principa@<schoolname>.sa.edu.au addresses	No Restrictions	dl.0102.principal@schools.sa.edu.au
DL: [Site Name] Staff	A Distribution List for all staff at a school or preschool.	Staff at the school or preschool and authorised central office staff	dl.0102.staff@schools.sa.edu.au
DL: [Site Name] Students Year XX	A Distribution List for each year level in a school.	Staff at the school or preschool and authorised central office staff	dl.0102.students.year12@schools.sa.edu.au
DL: [Site Name] Support Staff	A Distribution List of all non-teaching staff at a school or preschool.	Staff at the school or preschool and authorised central office staff	dl.0102.supportstaff@schools.sa.edu.au
DL: [Site Name] Teachers	A Distribution List of all teaching staff at a school or preschool.	Staff at the school or preschool and authorised central office staff	dl.0102.teachers@schools.sa.edu.au

NOTE: The members of the automatically maintained Distribution Lists are hidden to protect the privacy of staff and students.

Automatically created and school maintained

The following Distribution Lists are created by the LearnLink Identity Management process for each school. Once created the membership of these distribution lists can be performed from within Microsoft Outlook or Outlook Web App.

Distribution List	Description	Sender Restrictions	Example
DL: [Site Name] Governing Council	A Distribution List for members of the school Governing Council.	No Restrictions	dl.0102.govcouncil@schools.sa.edu.au
DL: [Site Name] Web Masters	A Distribution List for staff that maintains the school website.	No Restrictions	dl.0102.webmasters@schools.sa.edu.au
DL: [Site Name] Administration	A generic address that can be used on the school website or other similar purposes.	No Restrictions	dl.0102.admin@schools.sa.edu.au
DL: [Site Name] ICT Admin	A Distribution List for ICT staff at the school.	No Restrictions	dl.0102.ictadmin@schools.sa.edu.au
DL: [Site Name] Support	A generic address that can be used on the school website or other similar purposes.	No Restrictions	dl.0102.support@schools.sa.edu.au
DL: [Site Name] Finance Officers	A Distribution List for finance staff at the school.	No Restrictions	dl.0102.finance@schools.sa.edu.au
DL: [Site Name] Info	A replacement for the previous info@schoolname.sa.edu.au addresses.	No Restrictions	dl.0102.info@schools.sa.edu.au
DL: [Site Name] Leaders	A Distribution List for staff in a leadership role at the school.	No Restrictions	dl.0102.leaders@schools.sa.edu.au
DL: [Site Name] OHSW	For staff who undertake the OHS&W functions at the school.	No Restrictions	dl.0102.ohsw@schools.sa.edu.au

Automatically created and preschool maintained

The following Distribution Lists are created by the LearnLink Identity Management process for each preschool. Once created the membership of these distribution lists can be performed from within Microsoft Outlook or Outlook Web App.

Distribution List	Description	Sender Restrictions	Example
DL: [Site Name] Web Masters	A Distribution List for staff that maintains the preschool website.	No Restrictions	dl.0102.webmasters@schools.sa.edu.au
DL: [Site Name] Leaders	A Distribution List for staff in a leadership role at the preschool.	No Restrictions	dl.0102.leaders@schools.sa.edu.au

Automatically created and maintained for all of DECD

The following Distribution Lists are created and maintained by the LearnLink Identity Management process for all of DECD. Only authorised departmental staff are permitted to send to these lists.

Distribution List	Description	Sender Restrictions	Example
DL: All Preschool Directors	All Preschool Directors in ECD preschools (as identified by the Preschool Director role in LearnLink Admin).	Authorised central office staff	dl.all.directors@schools.sa.edu.au
DL: All School Principals	All Principals in ECD schools (as identified by the Principal role in LearnLink Admin)	Authorised central office staff	dl.all.principals@schools.sa.edu.au
DL: Students Year XX	All students in each year level across ECD.	Authorised central office staff	dl.students.year12@schools.sa.edu.au
DL: All School and Preschool Staff	Staff in schools and preschools	Authorised central office staff	dl.staff@schools.sa.edu.au
DL: All Secondary School Only Staff	Staff in schools with only secondary enrolments (e.g. High schools, secondary colleges & adult campuses)	Authorised central office staff	dl.staff.secondary@schools.sa.edu.au
DL: All Primary School Only Staff	Staff in schools with only primary enrolments (e.g. Primary schools)	Authorised central office staff	dl.staff.primary@schools.sa.edu.au
DL: All Primary and Secondary School Only Staff	Staff in schools with both primary and secondary enrolments (e.g. Area schools, R-12, B-12)	Authorised central office staff	dl.staff.primsec@schools.sa.edu.au
DL: All Anangu School Staff	Staff in Anangu schools (e.g. APY schools)	Authorised central office staff	dl.staff.anangu@schools.sa.edu.au
DL: All Aboriginal School Staff	Staff in Aboriginal schools	Authorised central office staff	dl.staff.aboriginal@schools.sa.edu.au
DL: All Preschool Staff	Staff in preschools (e.g. Directors, ECWs)	Authorised central office staff	dl.staff.preschool@schools.sa.edu.au
DL: All Leadership Staff	Leaders in all schools and preschools (e.g. Principals, Senior Leaders, Preschool Directors)	Authorised central office staff	dl.staff.leaders@schools.sa.edu.au
DL: All School Only Leadership Staff	Leaders in all schools (e.g. Principals, Senior Leaders)	Authorised central office staff	dl.staff.schoolleaders@schools.sa.edu.au
DL: All Preschool Only Leadership Staff	Leaders in all preschools (e.g. Preschool Directors)	Authorised central office staff	dl.staff.preschoolleaders@schools.sa.edu.au
DL: All Primary and Secondary School Only Leadership Staff	Leaders in schools with both primary and secondary enrolments (e.g. Area schools, R-12, B-12)	Authorised central office staff	dl.staff.primsecleaders@schools.sa.edu.au
DL: All Aboriginal School Leadership Staff	Leaders in Aboriginal schools	Authorised central office staff	dl.staff.aboriginalleaders@schools.sa.edu.au
DL: All Anangu School Leadership Staff	Leaders in Anangu schools (e.g. APY schools)	Authorised central office staff	dl.staff.anangeleaders@schools.sa.edu.au
DL: All School Support Staff	All non-teaching staff across ECD (e.g. SSOs)	Authorised central office staff	dl.staff.schsupport@schools.sa.edu.au
DL: All [Region Name] School Leadership Staff	All staff in a leadership role across a region.	Authorised central office staff	dl.staff.region02.schoolleaders@schools.sa.edu.au
DL: All Metropolitan School Leadership Staff	All staff in a leadership role across metropolitan schools.	Authorised central office staff	dl.staff.schmetro@schools.sa.edu.au
DL: All Country School Leadership Staff	All staff in a leadership role across country schools.	Authorised central office staff	dl.staff.schcountry@schools.sa.edu.au
DL: All School Teachers	All teaching staff across ECD	Authorised central office staff	dl.staff.teachers@schools.sa.edu.au
DL: New Staff	Staff who started employment with ECD in the last three months.	Authorised central office staff	dl.staff.new@schools.sa.edu.au
DL: All Site Finance Contacts	All members of the school or preschool Finance Distribution Lists.	Authorised central office staff	dl.staff.sitefinancecontacts@schools.sa.edu.au
DL: All Site OHSW Contacts	All members of the school or preschool OHSW Distribution Lists.	Authorised central office staff	dl.staff.siteohswcontacts@schools.sa.edu.au
DL: All Site ICT Contacts	All members of the school or preschool ICT Contacts Distribution Lists.	Authorised central office staff	dl.staff.siteictcontacts@schools.sa.edu.au