

Adding people to the P&C email mailing group so that they can receive emails addressed to pandc@xxxss.eq.edu.au

The MIS Administrator for each school site has to log on and then navigate to Administration > Manage Mailing Groups > Group Members > P&C (I personally wouldn't use the others) Click on P&C Type into the BOTTOM box (Add by email address) the email address of the people you want to receive the school P&C emails – as simple as that.

