



## **Class Forum Lists in GroupWise's Address Book** (from the HelpDesk website)

For each Fall and Spring Semester, class forum lists are generated and appear in the Address book for students and professors to use. These lists begin to be created approximately one week prior to the start of the semester, and continue to be updated nightly from the class rosters in GullNet through the semester.

Some helpful things to know:

- Class lists are created approximately one week prior to the start of the Spring and Fall semesters.
- Class lists are created from the class rosters in GullNet.
- Class lists are updated nightly throughout the semester.
- Class lists are entered in by subject-course-section, for example if you were taking Accounting 101 section 004, you would find the class list for it at acct-101-004.
- Professors and departments wishing to send to multiple classes should note there is a 35 class list limit per email. Emails needing to go out to more than 35 class lists should be split into separate groups.
- Class lists are automatically generated. You cannot add or remove individuals from the lists.
- There are no class lists created for the Winter, Summer I and Summer II semesters.
- The class lists are removed at the end of each semester.
- If you notice that a particular class or section is missing from the class lists, depending on the time of year it could be that the forum hasn't been generated yet, doesn't have any students, or could simply be missing. Feel free to send an email to the [Help Desk](#) and we'll look into any "missing" class lists.
- Class lists are considered an external address. You cannot retract your email once it is sent, so please double-check your email before you hit send.