

Create a Custom Email Group

With My UCDSB, you can create your own distribution lists. To create a distribution list, follow the steps below:

1. Log into your My UCDSB account at <http://my.ucdsb.ca>



2. Click on the People button

located at the bottom left side of your screen.

3. Click on the drop-down arrow beside the New Contact button in the top left of your screen.
4. Click on *New Group*. In the *Group name:* box, enter the name you would like to call your group.
5. Under Settings, set Privacy to Public or Private.
6. Click the *Create* button on the bottom of the window.
7. In the *Add Members:* window, type in the names of the people you would like to add to the group and select them from the list generated.
8. When you have finished adding all the people to the group, click the *Add* button at the bottom of the page.
9. To access your newly created group simply click on *Groups* in the People section of your email.