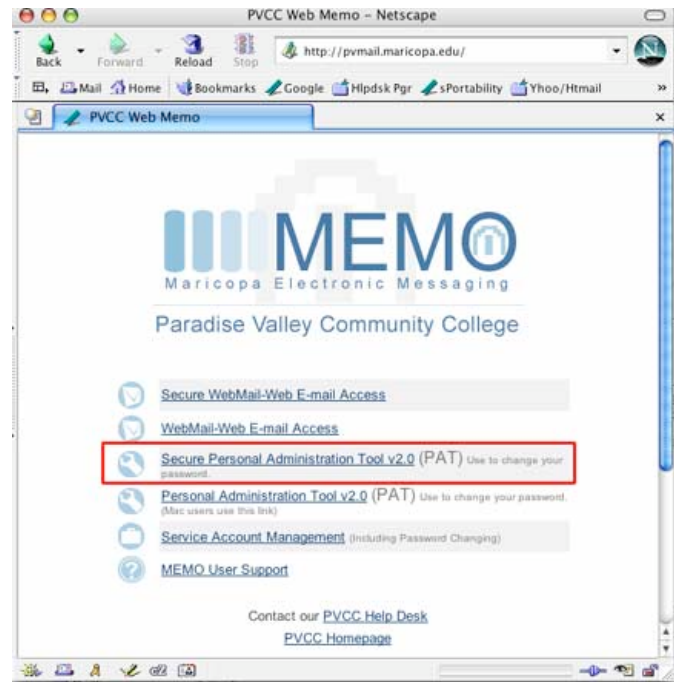


Accessing your Distribution List

1. Open Netscape
2. Type <http://pvmail.maricopa.edu> in the location bar
3. Click on Secure Personal Administration Tool (PAT)



4. Select the Location: **Paradise Valley College**
5. Skip the Directory Name box
6. In the **Memo Address Box** Type in your entire **Email address and your Password**
7. Click on Login

MEMO Personal Administration Tool V2.0 About Memo | About D

Personal Administration Tool [Web Calendar](#) [Staff Directory](#) [College Links](#) [Training](#)

MEMO Access

Location: (Required Field)

* Directory Name: (e.g. Firstname Lastname)

Password:

OR

Memo Address: (e.g. first.last@sitemail.maricopa.edu)

Password:

Help Pages Available

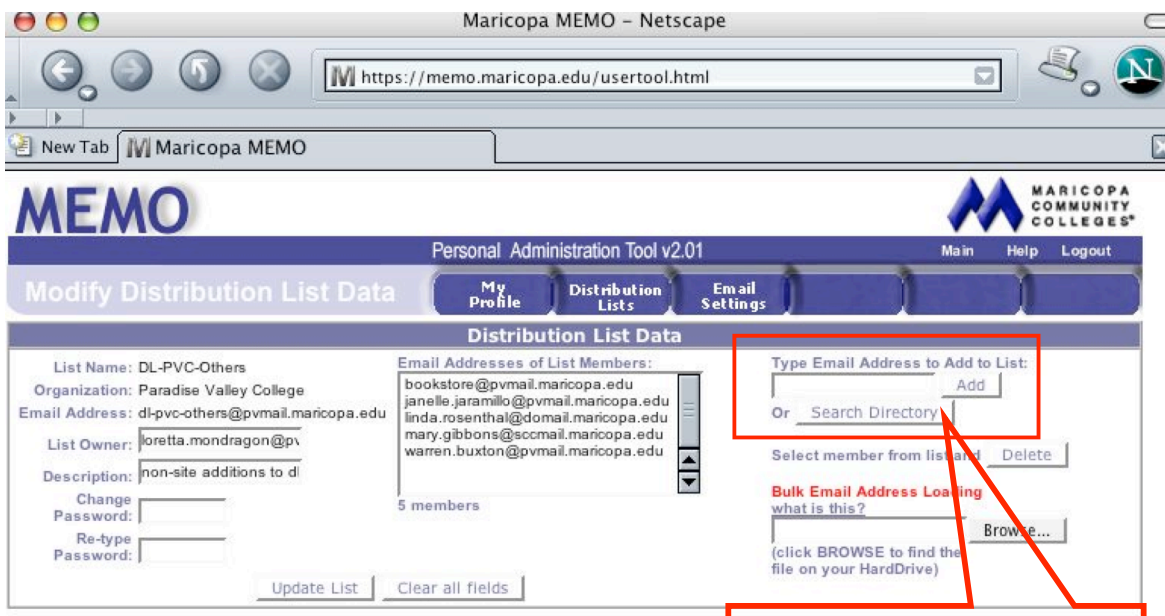
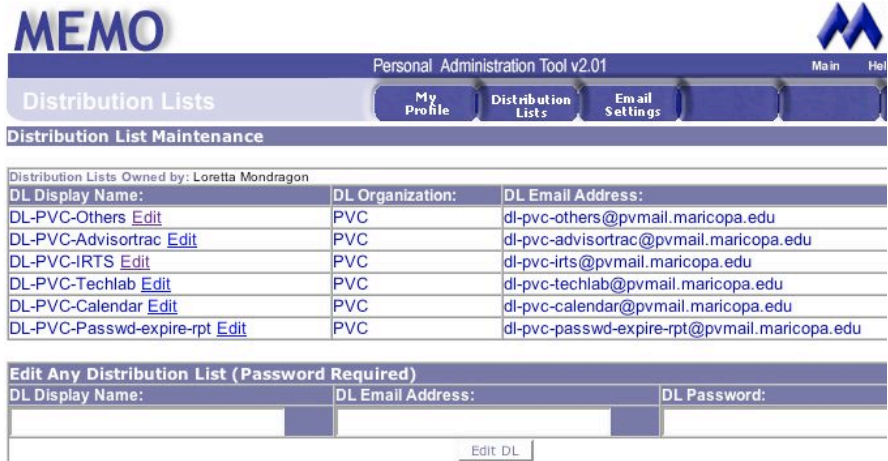
- o [My Profile](#)
- o [Distribution Lists](#)
- o [Email Settings](#)
- o [Administrative Options](#)

*** - Your Directory Name is your name as it appears in the Address Book or MarI. If your Directory Name does not allow you to login, please use your Memo ema password. If you need further information on this feature, see the help pages.**

8. Select **Distribution Lists** from the top tab.

9. You will see a listing of the DLs you Moderate.

10. Click on Edit to Add/Remove Members and Change the DL Password.



11. Select the Search Directory box to add members.

12. In the Last Name box, Select Contains from the drop down menu.

13. Type the Last name of the people you want to add.

14. Click on the Add selected name(s) to member list.

15. Close this window to return to the Edit DL Data Window.

16. Click the **Update List** button to update the DL.

