

To: All Staff

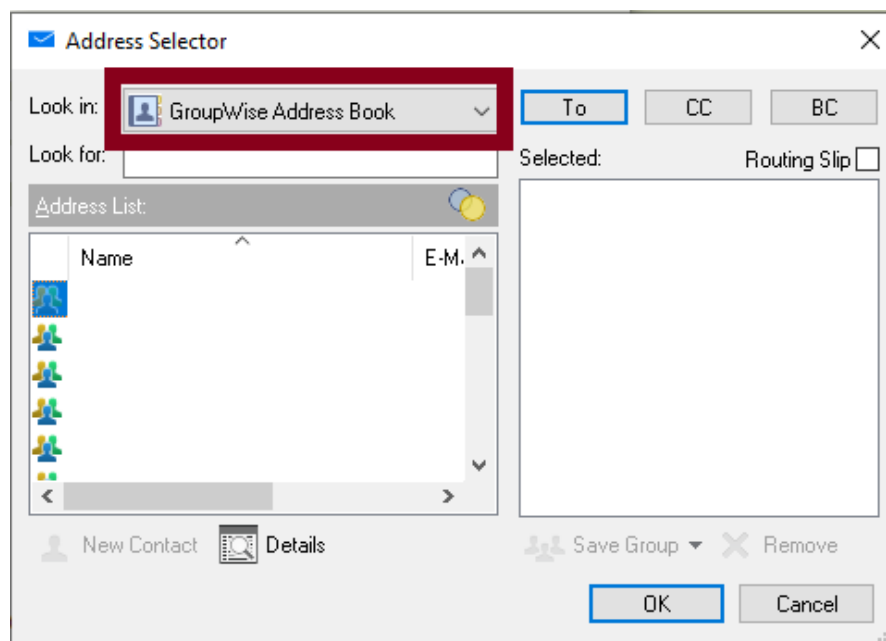
From: Information Technology

Date: January 24, 2024

RE: **GroupWise Distribution Groups Name Changes**

To standardize GroupWise naming, GroupWise distribution groups need to be updated. The change involves replacing spaces with hyphens/dashes in the group name.

Starting January 31, when sending to a distribution group please ensure to use the GroupWise address book instead of the Frequent Contacts when selecting the group.



You can see the new names listed in the table below.

Current Name	New Name
HRM Discharge	HRM-Discharge
HRM RoomReadiness	HRM-RoomReadiness
SJCG All Staff	SJCG-All-Staff
SJCG Leadership Team	SJCG-Leadership-Team
SJCG Management Team	SJCG-Management-Team
SJCG Payroll Group	SJCG-Payroll

MEMO

SJCG_Directors	SJCG-Directors
TBRHSC Director's Group	TBRHSC-Directors
TBRHSC Executive Assistants	TBRHSC-Executive-Assistants
TBRHSC Group	TBRHSC-Group
TBRHSC Managers and Coordinators	TBRHSC-Managers-and- Coordinators
TBRHSC Quarterly Strategic Review Group	TBRHSC-Quarterly-Strategic- Review
TBRHSC Senior Leadership	TBRHSC-Senior-Leadership
TBRHSC Switchboard	TBRHSC-Switchboard

For more information, contact the Help Desk at help@tbh.net.