In an effort to make communication between staff and locations easier, we have established a number of updated **group email addresses** for agency use.  Below, I have included an overview of the updated groups and who you should expect to reach when you use them.

 **Please make note of a couple important points:**

* Group email addresses are available for all staff to use and are intended to be used for **work-related communication**.  If you are unsure if a message is appropriate for all to see, your supervisor should be able to help you determine whether a message is appropriate for group communication.  **Anyone may send an email to any group from their individual CEO email address.**
* You can find group email addresses by clicking “To:” in a standard email, and searching for the appropriate group email name.
* If you should become aware of a staff member who is not receiving emails as a part of a certain group (example: Teacher A is not included in the ALL Rensselaer FRC group), please notify Pete by email at pgaynor@ceoempowers.org.

 **The following group email addresses are currently available for use:**

**All Sites–** This group consists of all staff at all sites, and will replace the current “All Sites” and “All CEO” email groups.  This group should only be used for communication that is appropriate for all staff to see.

**All Admin –** This group consists of all staff located in the Admin building.

**Senior Administrative Team** – This group consists of members of the Senior Administrative Team – Katherine Maciol, Sue Rosa, Mary O’Grady, Kristin McGivern, Katie Fike, Morgan Storms, Erin Bradley, Mike Wilmot and Nancy Uber.

**Education Team** – This group consists of members of the Early Childhood Education Team.

**All CRC–** This group consists of all staff located in the Community Resource Center, including program staff and Early Childhood staff.

**CRC-ECS Only –** This group consists of the Early Childhood staff located in the Community Resource Center (CRC).

**All Annex –** This group consists of all staff located in the Community Resource Center (CRC) Annex.

**All Hoosick Falls FRC–** This group consists of all staff located in the Hoosick Falls Family Resource Center.

**All Lansingburgh FRC–** This group consists of all staff located in the Lansingburgh Family Resource Center.

**All Rensselaer FRC–** This group consists of all staff located in the Rensselaer Family Resource Center.

**All Schodack FRC–** This group consists of all staff located in the Schodack Family Resource Center.

**All Troy FRC–** This group consists of all staff located in the Troy Family Resource Center.

**All UTC–** This group consists of all staff located in the Urban Training Center.

**School District** – This group consists of staff who work in School District-based sites.