

Maintaining the Frequent Staff List Available from Mail Manager

Did you know you can have a pick list of staff to allocate mail to in?

When you right click on a message in **Mail Manager** a list displays, which includes options to view the entire staff list or choose from a predefined staff list.

You can set up and maintain the predefined staff list, from **Management Tools - Control Panel**.

Note - You must log into **Vision 3** as a System Administrator to create and maintain the **Frequent Staff** list.

1. From the **Vision 3** front screen, select **Management Tools - Control Panel - File Maintenance**.
2. Select the **Staff Groups** tab and then expand **System - Frequent Staff - Mail Allocation**: