

To: Richland One Staff

From: Candice L. Coppock, Ed.D. 
Executive Director of Information Technology

Date: October 16, 2025

Re: Email Groups/Listservs, and Calendars

We want to inform you of an important change regarding how email groups and listservs are managed across the district.

Previously, schools and departments had to email IT to manually add or remove staff from groups. This process was inefficient and often resulted in outdated or incorrect group memberships. To address these issues, we have eliminated the manual process and temporarily moved to dynamic lists.

What this means for you:

- Dynamic lists automatically update based on defined criteria, reducing errors and administrative delays.
- However, members are no longer visible to users, and these lists do not create a shared calendar.

Next steps:

- If your school or department needs a group calendar, you will need to create one and share it with your team for now.
- Alternatively, you may wait until we implement a permanent solution that integrates calendars and improves visibility.

We appreciate your patience as we work toward a more efficient and user-friendly system. Steps are provided on page two (2) of this memo if needed for assistance with creating and sharing calendars.

Thank you for your understanding and cooperation.

How to Create and Share a Group Calendar in Microsoft 365

1. Open Outlook on the Web

- [R1 Portal/ ClassLink](#)

2. Navigate to Calendar

- Click the Calendar icon in the left navigation pane.

3. Create a New Calendar

- Select **Add Calendar** → **Create New Calendar**
- Give your calendar a clear name (e.g., “School Events – [School Name]”).

4. Share the Calendar:

- In the calendar list, hover over your new calendar and click Share.
- Enter the email addresses of staff you want to share with.
- Choose permissions:
 - Can view all details (recommended for most staff)
 - **Can edit** (for those who will add events)

5. Send the Invitation

- Click **Share** to send invitations. Recipients will receive an email with a link to add the calendar.

