

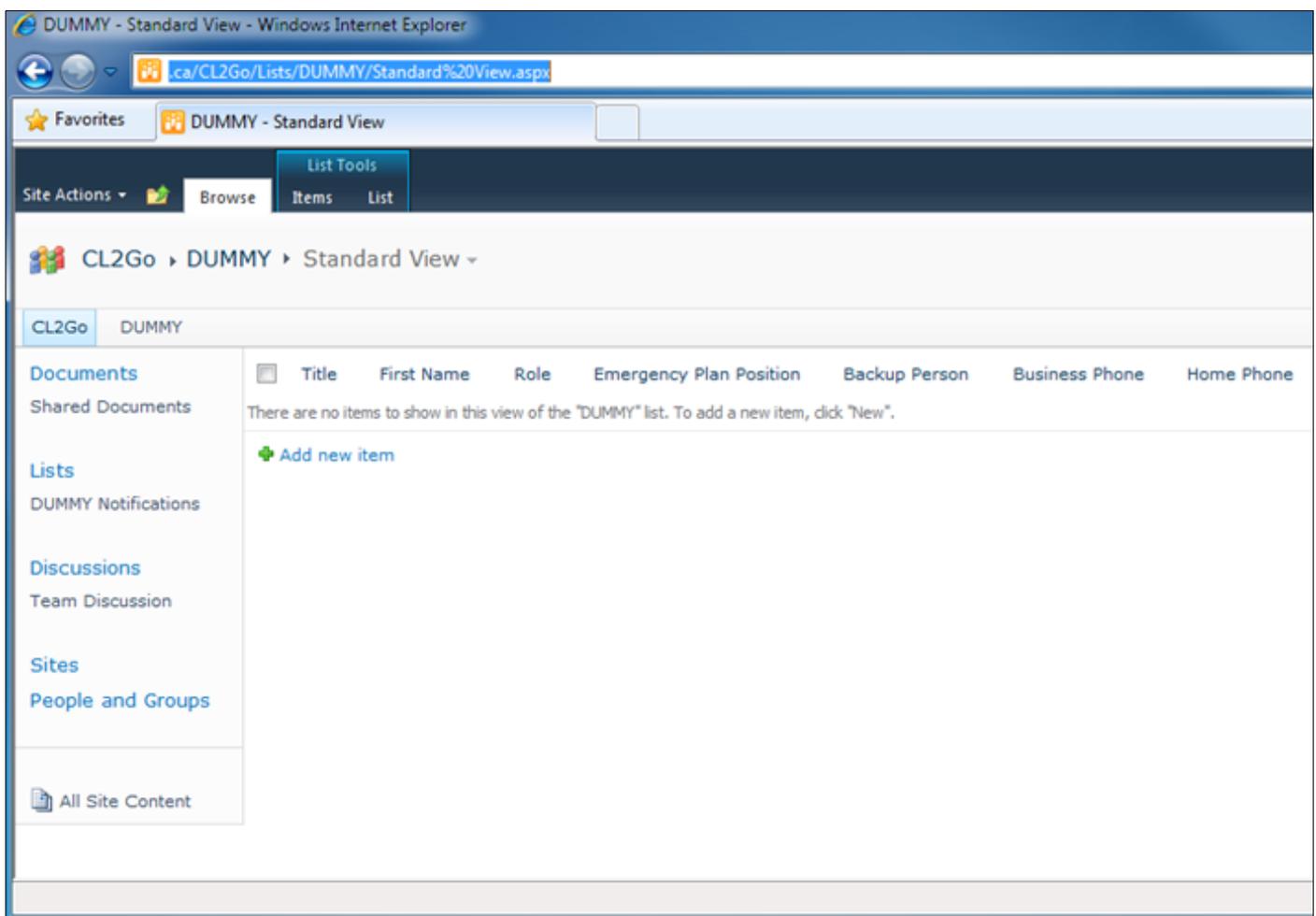
## Management tool for CL2Go lists

The CL2Go service uses SharePoint to manage contact lists. A SharePoint site is a website that provides central storage and collaboration space for documents, information and ideas.

Typically, CL2Go contact managers will be given a SharePoint site URL that looks like

**[https://agora.mcgill.ca/cl2go/lists/CONTACT\\_LIST\\_NAME](https://agora.mcgill.ca/cl2go/lists/CONTACT_LIST_NAME)**. Click on the URL you have been given and log into the SharePoint site with your McGill Username and McGill Password credentials. For the purposes of this document, we have created a list called DUMMY, so in this case our site is:

<https://agora.mcgill.ca/CL2Go/Lists/DUMMY>



### Add new members

From the **Standard View**, click on the green plus sign to “**Add a new item**” and fill in the contact details for a list member. Fields marked with a red asterisk are required.

- **Role** typically corresponds to position, such as Business Analyst, Associate Professor, or Junior Clerk.
- **Group** does not have a strict definition and can be used to denote the department, e.g. Physiology, or can be used to subdivide individuals within a large department, e.g. Database Admins.
- **BlackBerry PIN** will only be populated if the list member has a BlackBerry device. The PIN can be obtained from the device by accessing the **Options | Status** page.

**DUMMY - Bill**

Edit

Save Cancel Paste Copy Delete Item Spelling

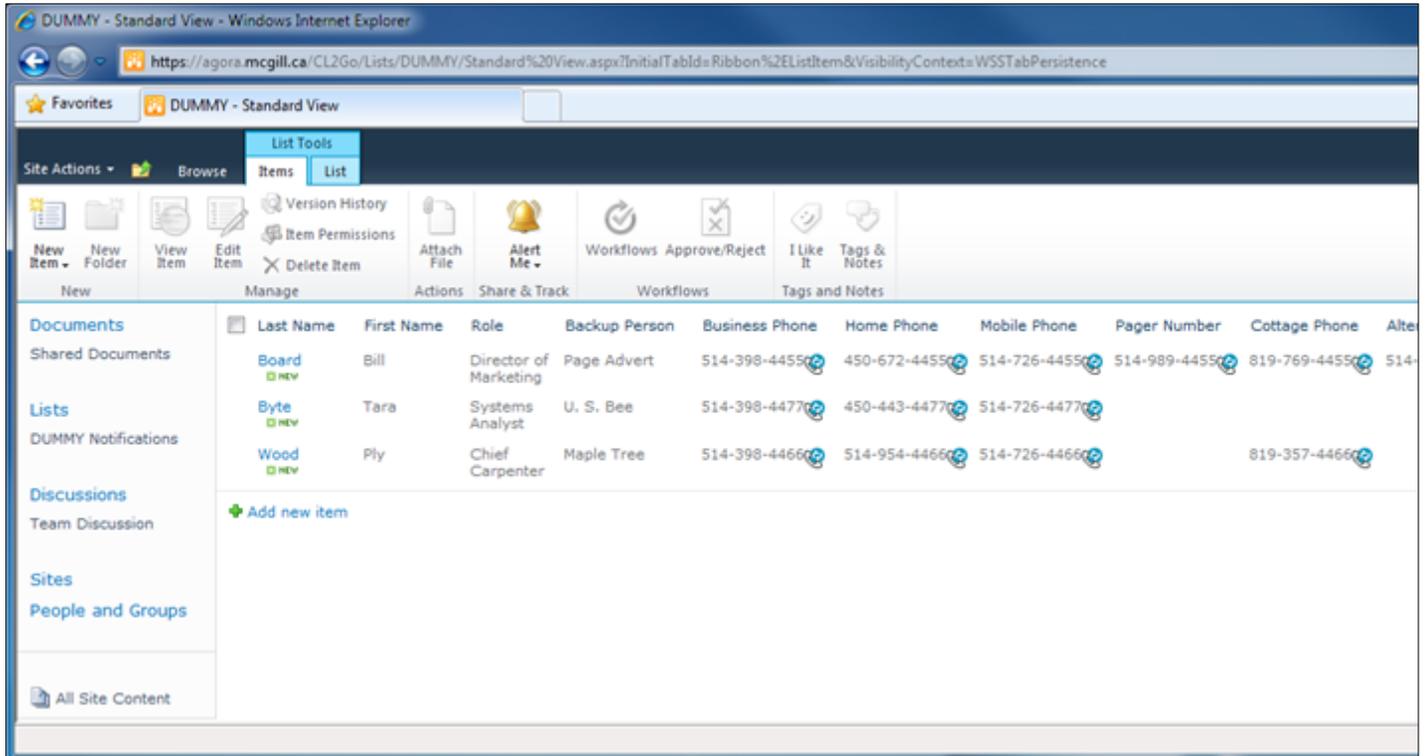
Commit Clipboard Actions Spelling

Last Name *	Board
First Name *	Bill
Role *	<input type="radio"/> None <input checked="" type="radio"/> Specify your own value: Director of Marketing
Backup Person	Page Advert
Business Phone	514-398-4455
Mobile Phone	514-726-4455
Home Phone	450-672-4455
Pager Number	514-989-4455
Cottage Phone	819-769-4455
Alternate Phone Number	514-656-4455
E-mail Address	bill.board@mcgill.ca
Alternate E-mail Address	bboard@gmail.com
Blackberry PIN	4237463
Groups *	<input checked="" type="checkbox"/> None <input checked="" type="checkbox"/> Specify your own value: Executive

Created at 2/28/2011 1:29 PM by Test8 Ncs  
Last modified at 2/28/2011 1:29 PM by Test8 Ncs

Save Cancel

When complete, your list will appear as something like this:



## How to install CL2Go for new list members

### Request CL2Go installation for BlackBerry BES users

CL2Go list managers need to submit the email addresses of all new contacts who use BlackBerry devices on McGill's BlackBerry Enterprise Server (BES) by completing this form:

<http://webforms.mcgill.ca/email/cl2goBlackBerry.asp>

The required fields to complete this are:

1. Name of contact list manager (you)
2. McGill Email of contact list manager (your email)
3. Contact list name (enter a short name that uniquely identifies your contact list)
4. Email addresses of your new BES contacts

The CL2Go application will then be installed by IT Services, on those individuals' devices, if they do not already have it.

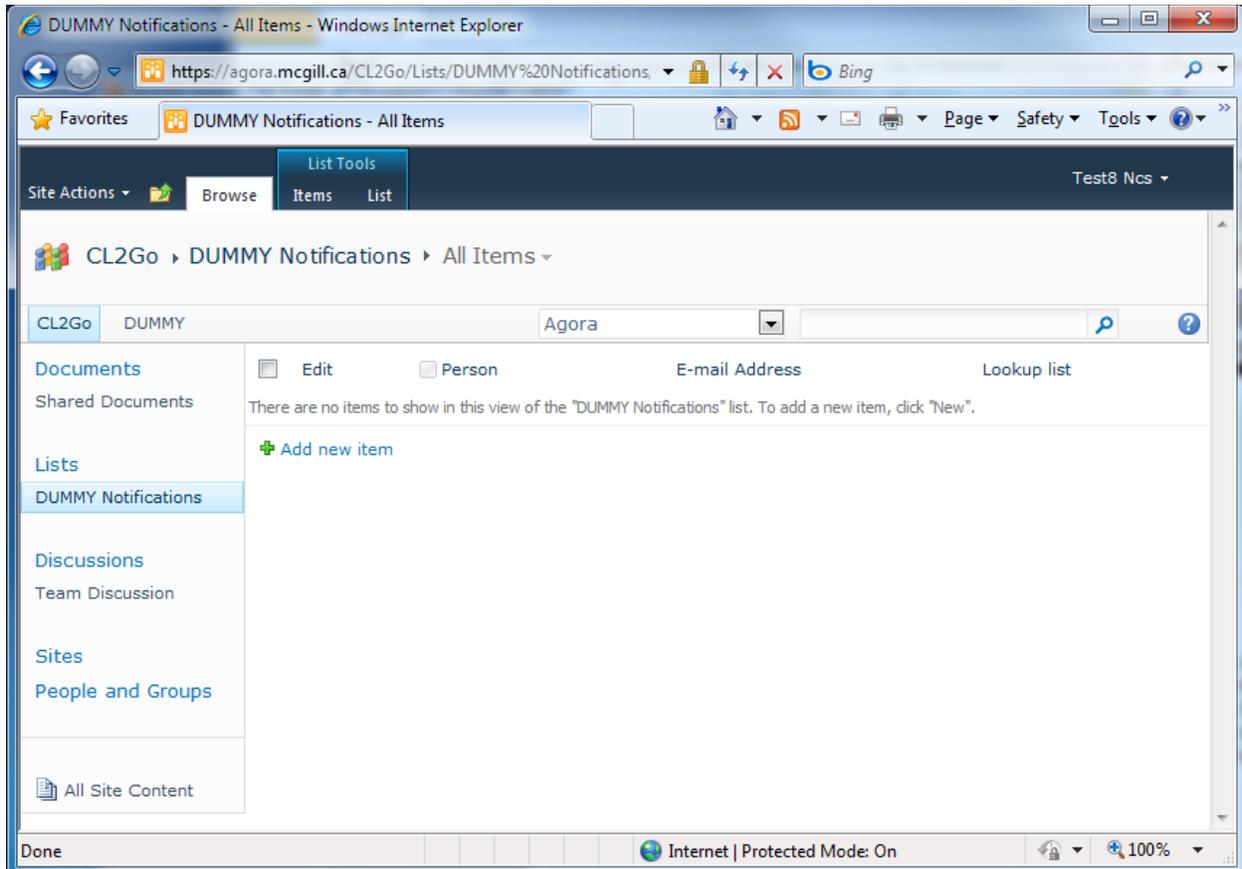
### Download CL2Go app for iPhone/iPad users

List managers should inform iPhone, iPod Touch or iPad users that they will have to obtain the CL2Go application by visiting the App Store directly from their device.

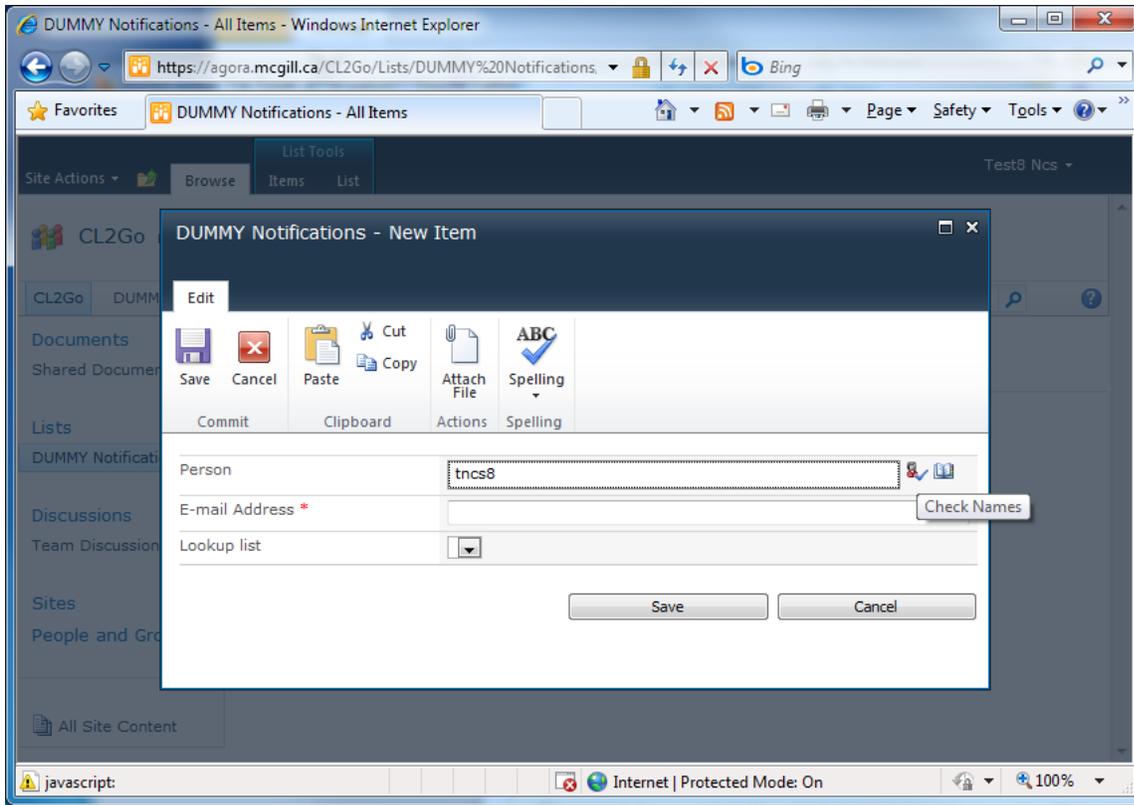
## Notifications for non-list members

### Allow others to view your contact list information, without being on the list themselves

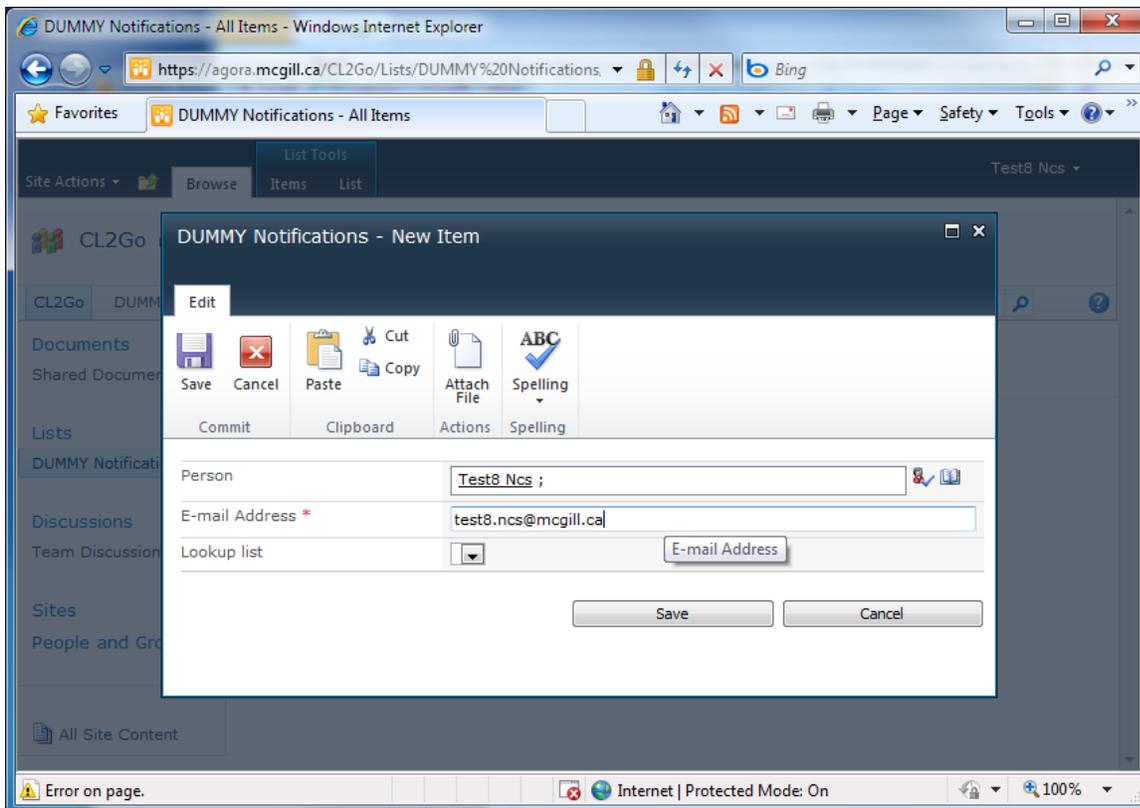
If you wish to send this contact list to individuals that are not included as members, click on the **Lists Notifications** item on the left pane. For our example, we clicked on DUMMY Notifications.

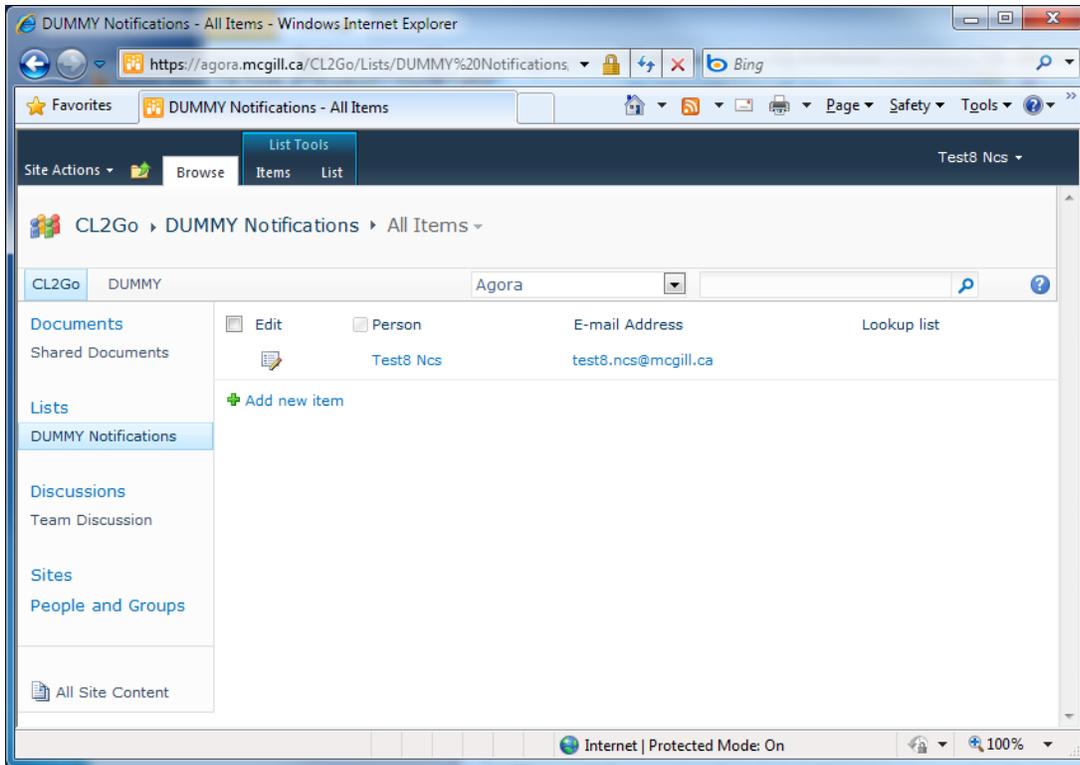


Click the green plus sign **Add new item**. Enter the user's name and click on the **Check Name** button.

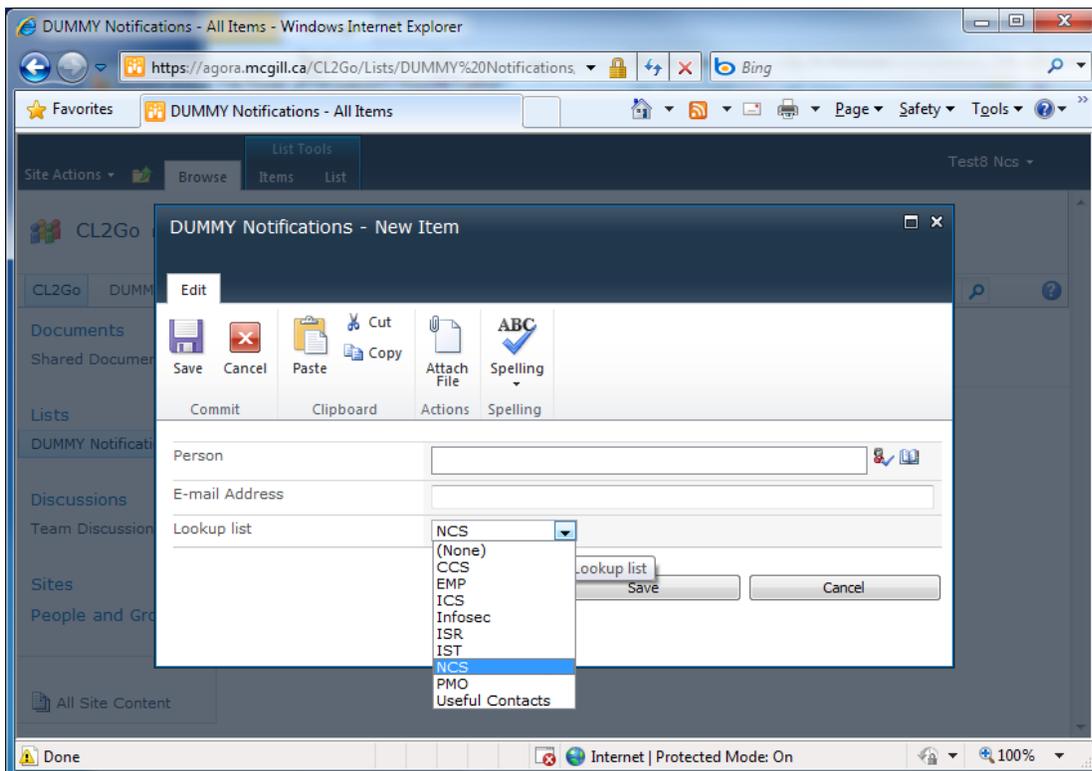


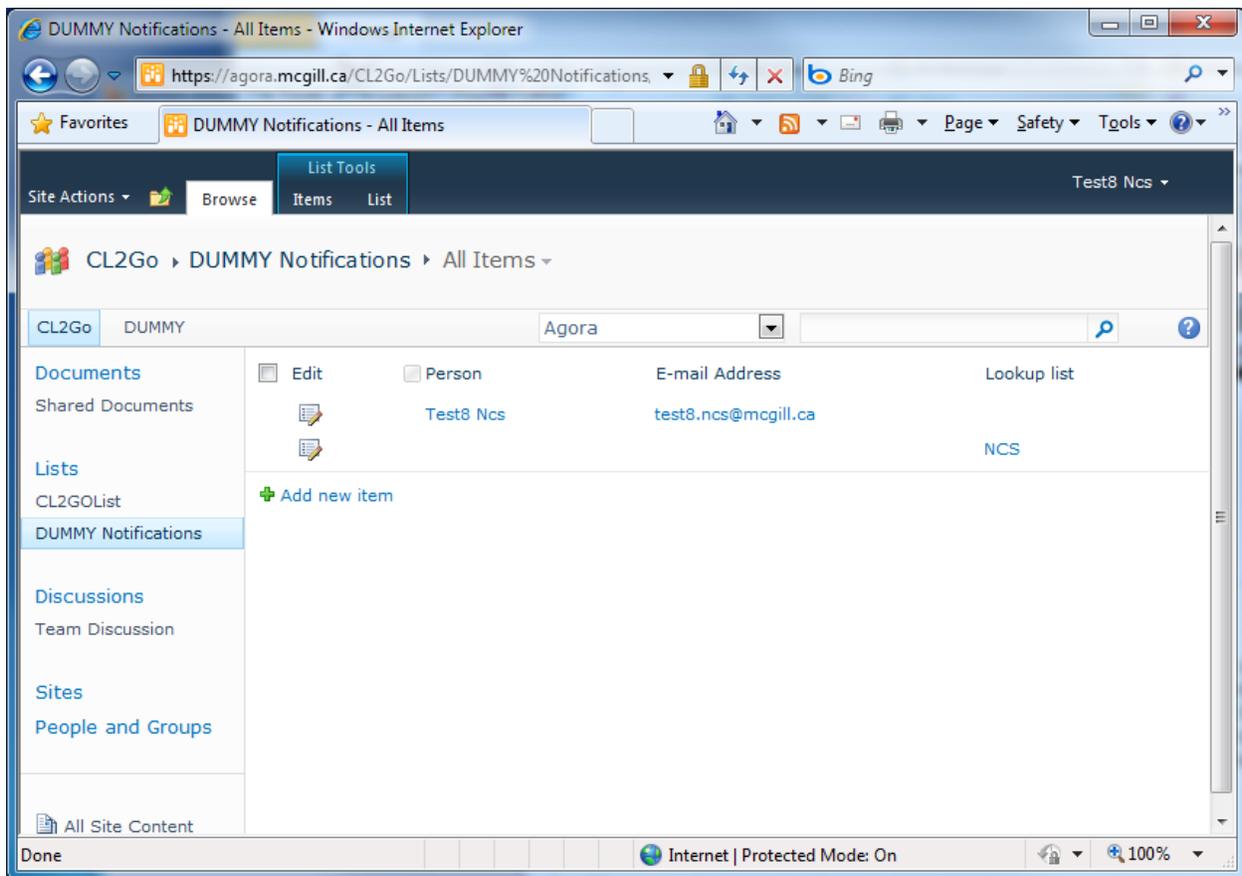
Type in the user's **Email Address**. Users will not receive the list unless their email is entered. Click **Save**.





If you wish to push your list to members of another group, choose the list from the **Lookup list** dropdown (rather than entering the names of all the people on your list). For example, if I wanted to send my DUMMY list to all the people on the NCS list I would choose this (see below).





In our example, the “DUMMY” list is going to be sent to all of its members (as per standard group rights – if you are a member of a list, you are allowed to view the list). But in addition, “Test8 NCS” will also receive it (if they have an appropriate device) as will all members of the NCS list. Note that you cannot view the contents on the NCS list.