

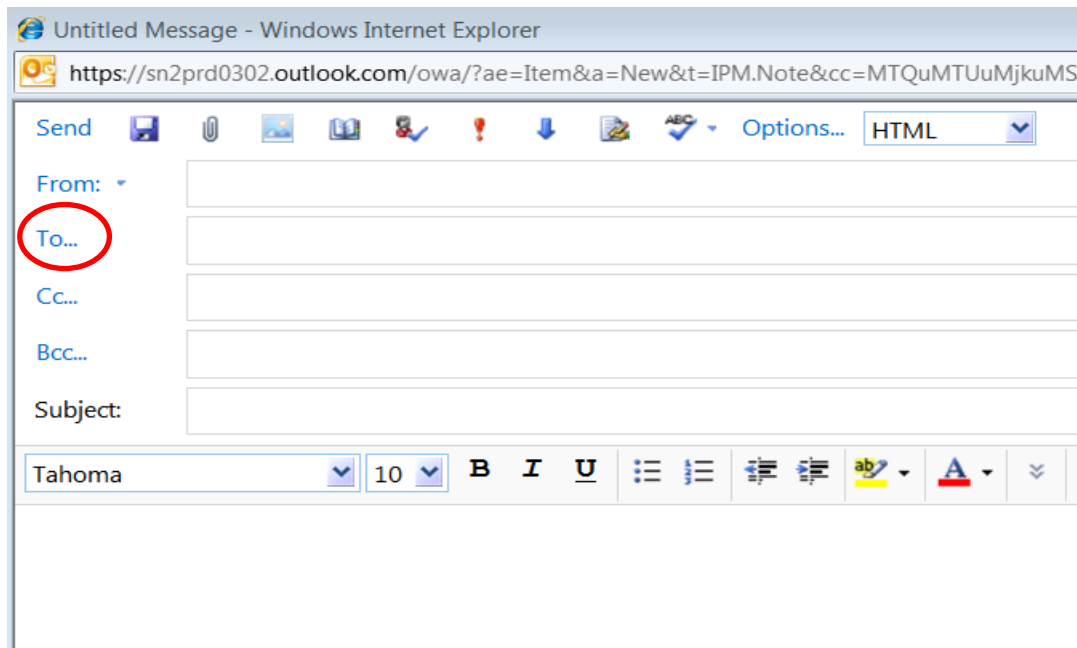
# TechNote


## Using the Business School's Distribution Lists in Tulane's WaveMail Global Address List

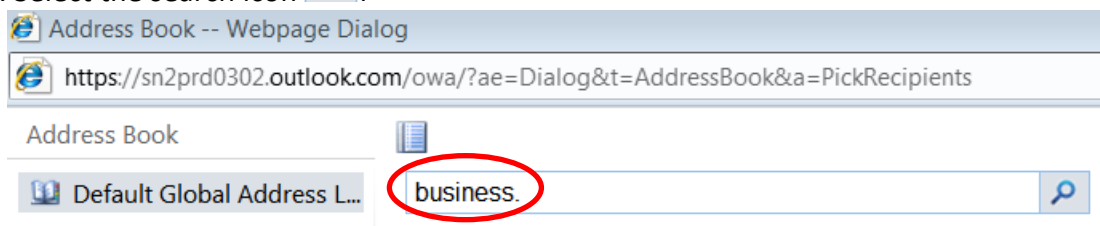
This TechNote describes how to access the Freeman Business School's distribution lists. Please note that access to the Business distributions lists are restricted to Business School faculty, staff and student organization officers.

### Using Tulane WaveMail's web-based e-mail, <http://outlook.com>

To compose a new piece of e-mail and access the Business School's distribution lists, select the "To" button.

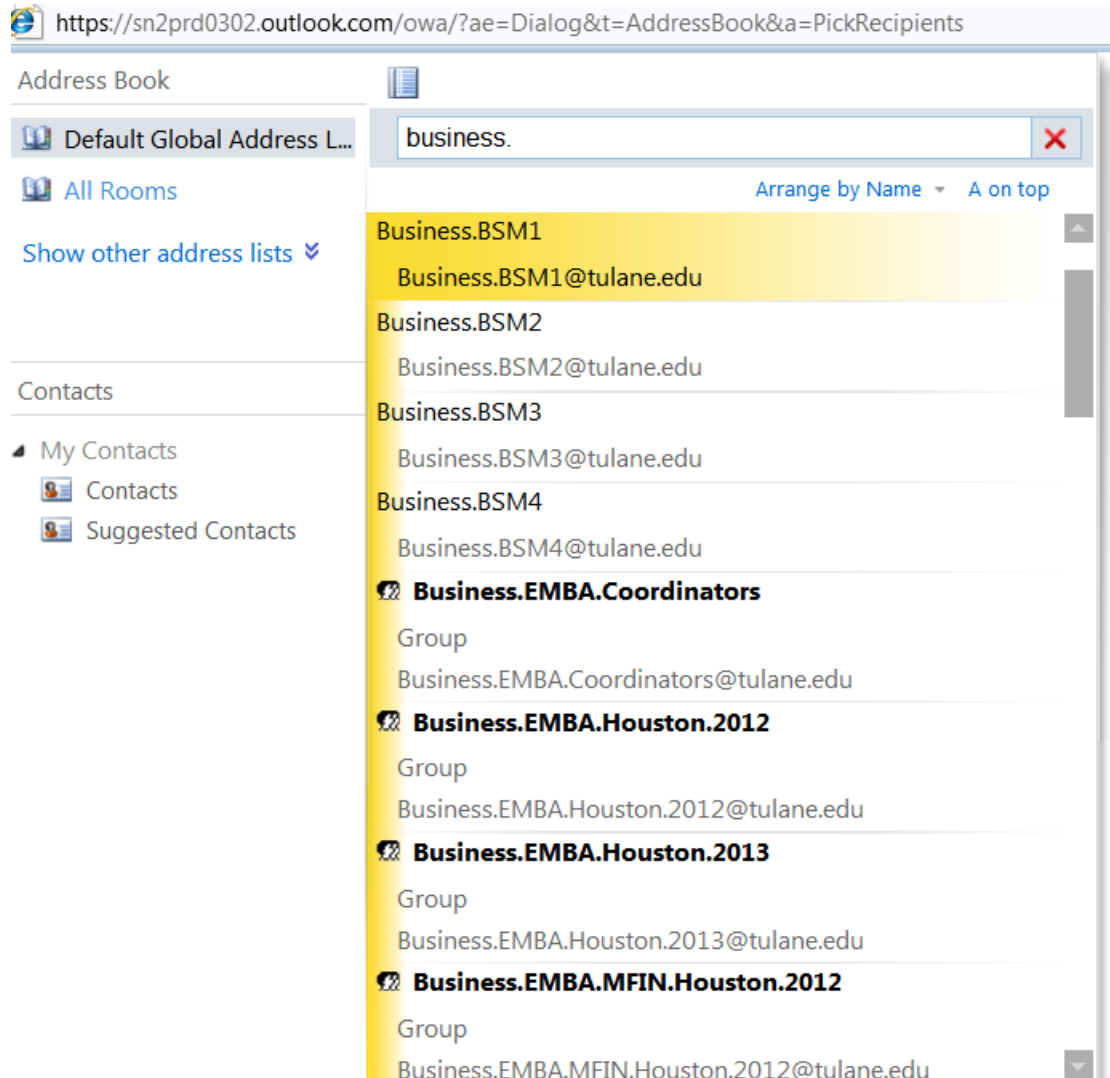


A new window will display. In the search field, type "business." without the quotes and with the period. Select the search icon .



# TechNote

The Business.x distribution lists will appear. Select your desired list into the cc: field. Select OK.



<https://sn2prd0302.outlook.com/owa/?ae=Dialog&t=AddressBook&a=PickRecipients>

Address Book

✕

Arrange by Name ▾ A on top

- Business.BSM1  
Business.BSM1@tulane.edu
- Business.BSM2  
Business.BSM2@tulane.edu
- Business.BSM3  
Business.BSM3@tulane.edu
- Business.BSM4  
Business.BSM4@tulane.edu
- Business.EMBA.Coordinators**  
Group  
Business.EMBA.Coordinators@tulane.edu
- Business.EMBA.Houston.2012**  
Group  
Business.EMBA.Houston.2012@tulane.edu
- Business.EMBA.Houston.2013**  
Group  
Business.EMBA.Houston.2013@tulane.edu
- Business.EMBA.MFIN.Houston.2012**  
Group  
Business.EMBA.MFIN.Houston.2012@tulane.edu

Message recipients:

To -> ; [Business.BSM1](#);

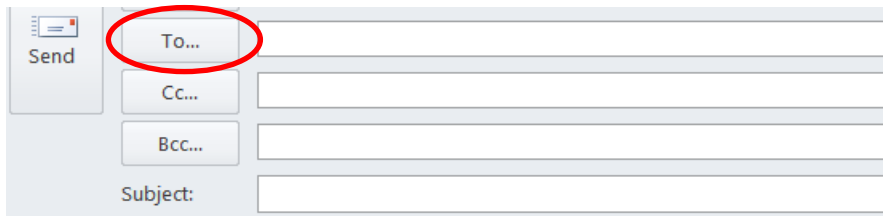
Cc ->

Bcc ->

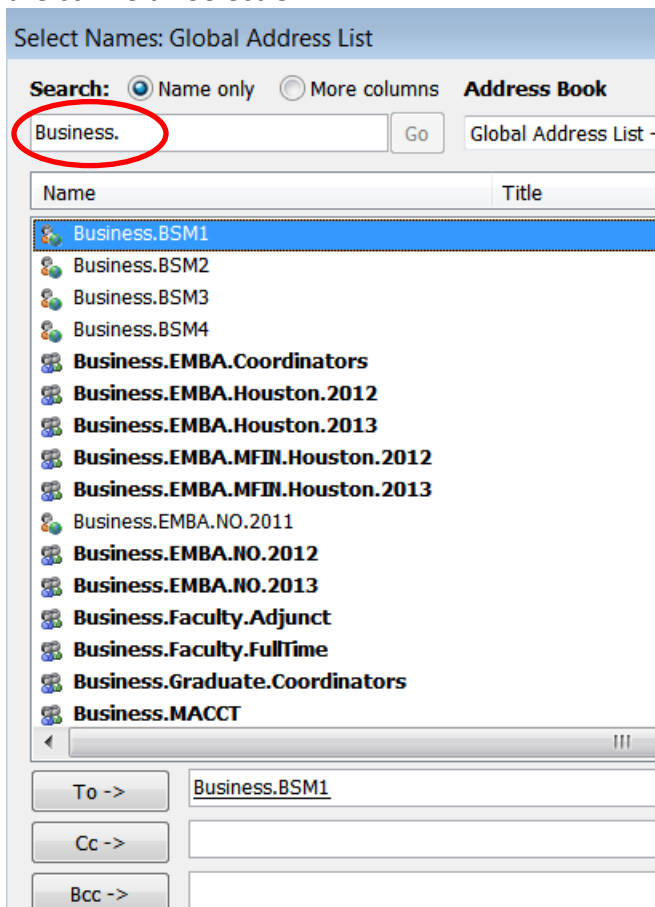
# TechNote

## Using Tulane WaveMail configured with Microsoft Outlook

To compose a new piece of e-mail and access the Business School's distribution lists, select the "To" button.



A new window will display. In the search field, type "business." without the quotes and with the period. Select Go. The Business.x distribution lists will appear. Select your desired list into the cc: field. Select OK.



# TechNote

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## WaveMail Recipient and sender limits

These limits are applied to messages, senders, or recipients to combat spam and mass-mailing worms or viruses.

**Note** For distribution groups stored in the shared global address book, the group is counted as one recipient. For distribution groups stored in the Contacts folder of a mailbox, the members of the group are counted individually.

Limit	Value
<b>Recipient limit</b> The maximum number of message recipients allowed in the To:, Cc:, and Bcc: fields.	500 recipients
<b>Message rate limit</b> The maximum number of e-mail messages that can be sent from a single e-mail client per minute. The client is identified by the user account.	30 messages per minute
<b>Recipient rate limit</b> The maximum number of recipients that can receive e-mail messages sent from a single cloud-based mailbox in a 24 hour period. After the limit has been reached, messages can't be sent from the mailbox until the number of recipients that were sent messages in the past 24 hours drops below the limit. The recipient rate limit applies to messages sent to recipients inside and outside your organization. For more information, see <a href="#">Bulk E-Mail and Daily Recipient Rate Limits</a> .	<ul style="list-style-type: none"> <li>• <b>Microsoft Live@edu</b> 500 recipients per day</li> <li>• <b>Office 365 for professionals and small businesses</b> 500 recipients per day</li> <li>• <b>Office 365 for enterprises</b> 1,500 recipients per day</li> </ul>

The Business.BSMx distribution lists are very large. Send only one email at a time to each of the Business.BSMx distribution lists.

Rev: JM/tg January 19, 2012