	Livelink Content Server
	eMail to Livelink Groups

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Document:	**eMail to Livelink Groups**
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Revision history

The following revisions have been made to this document:

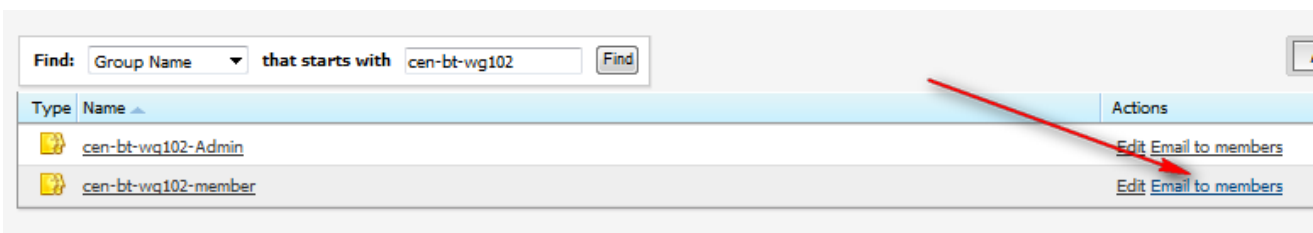| Date	Version	Person	Summary of changes
2017-03-22	v 1.0	MB	Current version

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1. INTRODUCTION

1.1 Objective

A special feature was available when the CENTC server was running on Livelink versions prior to Content Server version 10.0.

When viewing Groups in the Livelink '**Users & Groups**' screen, a link called '**_Email to Members_**' allowed the user to send a mail message to all members of the selected group (including users in subfolders).

For technical reasons, this specific feature is not available anymore in Content Server 10.0 and subsequent versions. The present document describes the use of an alternative solution developed for CS 10 and intended to offer similar functionalities to some dedicated users..
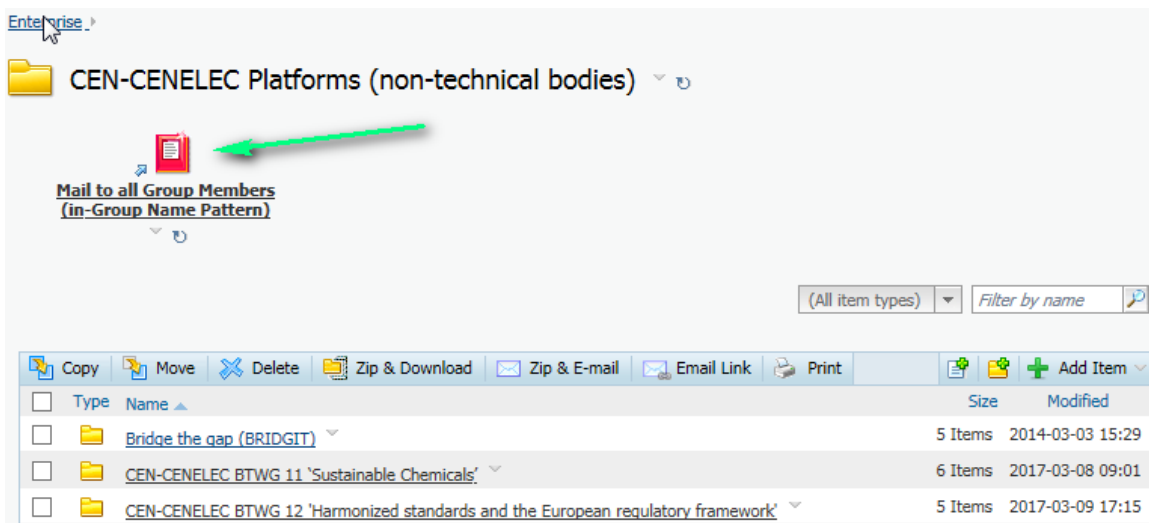
2. DESCRIPTION

2.1 Principle

We use two related Livereports :
1. The first one allows the user to list LiveLink groups corresponding to a given pattern and to select one.
2. The second report lists the eMail addresses of all members of the selected group, including its subgroups.

2.2 Usage

1. Group Name Selection :

   - Click on the Report Link :

   - You may now enter a group name (or a name pattern using the % wildcard character)

   Click on the [Update] button to show the group list

- In the resulting list, select the desired group by clicking on the Details link:

2. List and use Mail addresses :

- The second report displays mail addresses for all users in the selected groups (and subgroups if any) :

- Select the list of addresses and Copy it to the Windows clipboard
- Open a New Mail message in Outlook
- Paste the recipients list in the '**To :**' field, and voilà :

- You may of course remove or add people to the destination fields as you wish

Note :
- If the list is too long, the report will generate an Oracle error.
- If this happens, you should try to select subgroups of the main group and create several messages with recipients based on these subgroups
- Note that too long lists might also reach the limits of Outlook …

2.3 **Availability**

In the current Pilot phase, the link to this report is available at the root of the following platforms :
- CEN-CENELEC Platforms (non-technical bodies)
- CEN SECTORS working areas

It is accessible to the *BT.Group.Admin* group, which currently contains the following users :
- Joelle Colaers
- Mirna Vuletic
- Françoise Wanson