

Distribution List to Recipient Group Association

Associate InformaCast Mobile Distribution Lists with InformaCast Advanced Recipient Groups.

For InformaCast Mobile to send messages to InformaCast Advanced Recipient Groups an association must be made between the InformaCast Mobile Distribution List and one or more InformaCast Advanced Recipient Group(s).

Warning: For an InformaCast Mobile Distribution List to be associated with InformaCast Advanced Recipient Group(s), The InformaCast Mobile Distribution List must have ~System InformaCast set as a User and InformaCast Plugin set as an Application.

To setup an IC Mobile Distribution List to be Associated with a Recipient Group

- Login to InformaCast Mobile
- Select **Distribution Lists** from the Quick Links menu or under Recipients from the main menu
- Select the InformaCast Mobile Distribution List you want to associate with an Informacast Advanced Recipient Group
- Under the Users tab click on the plus sign (+) to the right to add a user
- Click on the plus sign (+) to the right of ~System InformaCast from the list of users.

Note: The user row should be highlighted in yellow

- Click on the Done button in the lower left
- ~System InformaCast will now be listed as a user
- Select the Applications tab
- Click on the plus sign (+) to the right to add an application
- Click on the plus sign (+) to the right of the InformaCast Plugin application

Note: The row should be highlighted in yellow

- Click on the Done button in the lower left
- InformaCast Plugin will now be listed as an application
- Click on the Save button in the upper right to save the distribution list

The Distribution List will now be available in InformaCast Advanced for association with Recipient Groups.

Associate IC Mobile Distribution List to IC Advanced Recipient Group

- Login to InformaCast Advanced
- Select **Endpoints** from the left menu
- Select the **InformaCast Mobile** tile
- Expand the **InformaCast Mobile Distribution List to Recipient Group Association** section
- Select the InformaCast Mobile Distribution List from the left column
- Add one or more Recipient Groups to the dropdown

Hint: Type a few letter of the Recipient Group name to filter the list

- Click on the **SAVE** button to save the association

The selected Recipient Groups are now associated with the InformaCast Mobile Distribution List

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