DISTRIBUTION LISTS

Call Telecommunications at 504.865.5206 or x55206 from on campus to obtain your temporary passcode or if you have any questions.

Go to the web portal: https://xsp3ext.sip.net.internet2.edu/manualLogin.jsp

User name: Your full email address (username@tulane.edu)
Password: Your temporary passcode

You will have to change your password when you enter.

1. Under Options: click Messaging
2. Under Messaging: click Distribution Lists
3. Click the distribution list number that you want to use.
4. In the Description field, type a name.
5. In the Phone Number/SIP-URI field, type the (5) digit extension of the member you want in your group.
6. Click Add.
7. Repeat Steps 5 and 6 for each member you want in your group.
8. Click apply when finished.