



Email Distribution Lists

The following email addresses/groups have been created for your convenience in sending email to a large group. Please let IT know if there are any additions or deletions. **The following lists are to be used by faculty and staff ONLY for school-related purposes, only accounts listed as staff/faculty will be able to send to these. Emails from students or parents/guardians will automatically be rejected by the system.**

Do not list these addresses in the BCC: field the system will only send to the first email account listed.

US Division

bt.g_students_in_grade_12@mail.veracross.com: All grade 12 students

add cc: Meg Harms, Julie Smith And Kristi Gibbs.

bt.g_parents_w_students_in_grade_12@mail.veracross.com: All grade 12 parents/guardians

add cc: Meg Harms, Julie Smith And Kristi Gibbs.

bt.g_students_in_grade_11@mail.veracross.com: All grade 11 students

add cc: Meg Harms, Julie Smith And Kristi Gibbs.

bt.g_parents_w_students_in_grade_11@mail.veracross.com: All grade 11 parents/guardians

add cc: Meg Harms, Julie Smith And Kristi Gibbs.

bt.g_students_in_grade_10@mail.veracross.com: All grade 10 students

add cc: Meg Harms, Julie Smith And Kristi Gibbs.

bt.g_parents_w_students_in_grade_10@mail.veracross.com: All grade 10 parents/guardians

add cc: Meg Harms, Julie Smith And Kristi Gibbs.

bt.g_students_in_grade_9@mail.veracross.com: All grade 9 students

add cc: Bill Harrell, Julie Smith And Kristi Gibbs.

bt.g_parents_w_students_in_grade_9@mail.veracross.com: All grade 9 parents/guardians

add cc: Bill Harrell, Julie Smith And Kristi Gibbs.

bt.g_students_in_upper_school@mail.veracross.com: All students in grades 9-12

add cc: Bill Harrell, Meg Harms, Julie Smith And Kristi Gibbs.

bt.g_parents_w_students_in_upper_school@mail.veracross.com: All parents/guardians of students in grades 9-12

add cc: Bill Harrell, Meg Harms, Julie Smith And Kristi Gibbs.

MS Division

bt.g_students_in_grade_8@mail.veracross.com: All grade 8 students

add cc: Bill Harrell, Julie Smith, And Kristi Gibbs.

bt.g_parents_w_students_in_grade_8@mail.veracross.com: All grade 8 parents/guardians

add cc: Bill Harrell, Julie Smith, And Kristi Gibbs.

bt.g_students_in_grade_7@mail.veracross.com: All grade 7 students

add cc: Bill Harrell, Julie Smith, And Kristi Gibbs.

bt.g_parents_w_students_in_grade_7@mail.veracross.com: All grade 7 parents/guardians

add cc: Bill Harrell, Julie Smith, And Kristi Gibbs.

bt.g_students_in_grade_6@mail.veracross.com: All grade 6 students

add cc: Bill Harrell, Julie Smith, And Kristi Gibbs.
bt.g_parents_w_students_in_grade_6@mail.veracross.com: All grade 6 parents/guardians
add cc: Bill Harrell, Julie Smith, And Kristi Gibbs.
bt.g_students_in_grade_5@mail.veracross.com: All grade 5 students
add cc: Bill Harrell, Julie Smith, And Kristi Gibbs.
bt.g_parents_w_students_in_grade_5@mail.veracross.com: All grade 5 parents/guardians
add cc: Bill Harrell, Julie Smith, And Kristi Gibbs.
bt.g_students_in_middle_school@mail.veracross.com: All student in grades 5-8
add cc: Bill Harrell, Julie Smith, And Kristi Gibbs.
bt.g_parents_w_students_in_middle_school@mail.veracross.com: All parents/guardians of students in
grades 5-8
add cc: Bill Harrell, Julie Smith, And Kristi Gibbs.

LS Division

bt.g_parents_w_students_in_grade_4@mail.veracross.com: All grade 4 parents/guardians
add cc: Julie Smith, And Kristi Gibbs.
bt.g_parents_w_students_in_grade_3@mail.veracross.com: All grade 3 parents/guardians
add cc: Julie Smith, And Kristi Gibbs.
bt.g_parents_w_students_in_grade_2@mail.veracross.com: All grade 2 parents/guardians
add cc: Julie Smith, And Kristi Gibbs.
bt.g_parents_w_students_in_grade_1@mail.veracross.com: All grade 1 parents/guardians
add cc: Julie Smith, And Kristi Gibbs.
bt.g_parents_w_students_in_kindergarten@mail.veracross.com: All kindergarten parents/guardians
add cc: Julie Smith, And Kristi Gibbs.
bt.g_parents_w_students_in_lower_school@mail.veracross.com: All parents/guardians of students in
kindergarten - grade 4
add cc: Julie Smith, And Kristi Gibbs.

EY Division

bt.g_parents_w_students_in_early_years_1@mail.veracross.com: All Early Years 1 parents/guardians
add cc: Julie Smith, And Kristi Gibbs.
bt.g_parents_w_students_in_early_years_2@mail.veracross.com: All Early Years 2 parents/guardians
add cc: Julie Smith, And Kristi Gibbs.
bt.g_parents_w_students_in_early_years_3@mail.veracross.com: All Early Years 2 parents/guardians
add cc: Julie Smith, And Kristi Gibbs.
bt.g_parents_w_students_in_early_years@mail.veracross.com: All Early Years parents/guardians
add cc: Julie Smith, And Kristi Gibbs.

Google distribution lists

btfacultyandstaff@brownell.edu: People required to participate in training
allcampus@brownell.edu: All employees
upperschoolfacultyandstaff@brownell.edu: All designated Upper School faculty
middleschoolfacultyandstaff@brownell.edu: All designated Middle School faculty
lowerschoolfacultyandstaff@brownell.edu: All designated Lower School faculty
officestaff@brownell.edu: All year-round staff members
housedeans@brownell.edu: All House deans, Jason, Bill, Kristi.
houseleaders@brownell.edu: All House leaders, House deans, Bill.
msstudent@brownell.edu: All Middle School students
msstudentcouncil@brownell.edu: Middle School class officers and representatives
usstudent@brownell.edu: All Upper School students
usstudentcouncil@brownell.edu: Upper School class officers

abbott@brownell.edu: All students, House deans in Abbott House, Bill.
butterfield@brownell.edu: All students, House deans in Butterfield House, Bill.
clarkson@brownell.edu: All students, House deans in Clarkson House, Bill.
dake@ brownell.edu: All students, House deans in Dake House, Bill.
gillmore@ brownell.edu: All students, House deans in Gillmore House, Bill.
hermann@ brownell.edu: All students, House deans in Hermann House, Bill.
hitchcock@ brownell.edu: All students, House deans in Hitchcock House, Bill.
hoyt@ brownell.edu: All students, House deans in Hoyt House, Bill.
ingalls@ brownell.edu: All students, House deans in Ingalls House, Bill.
patrick@ brownell.edu: All students, House deans in Patrick House, Bill.
saratoga@ brownell.edu: All students, House deans in Saratoga House, Bill.
worthington@ brownell.edu: All students, House deans in Worthington House, Bill.