Navigate to email.wustl.edu and click Login to Office 365
Click your name in the top right corner and select “Open another mailbox...”
Type in “SOM WUSM Facilities” and click Open
Find the Outage Notification form, open it and click “forward”.

Delete your signature (IF APPLICABLE) and remove “FW:” from the subject line. Click on “BCC”.

We thank you for your patience and understanding at this time.
Click “BCC” to expand your directory options.

Click the double arrows to navigate to the Offline Global Address List.

Type in “SOM FACILITIES” into the search bar and click search and the outage distribution lists will pop up. Select the ones applicable to the outage by clicking the “+”. Remember to select “all outage group” plus the other applicable buildings. Click “save”.
Make sure these are listed in the BCC line. Send the outage.
Important Items to Note:

• Use the BCC line for all addresses.
• Remove your personal signature.
• If the outage form looks wrong or you have questions, contact the technician or supervisor by looking up the outage in ServiceNow.
• Only send emergency outage notifications when you have received approval from an assistant director-level or above.