1. Click the Broadcasts tab
2. Under Lists, click on Add New List

3. Give your list a name, (i.e. bus 102)
4. Select “Quick Pick” to populate the list
5. In the drop down field select AM Bus or PM Bus and then check the bus number.
6. Click Add and then Done.

Your list will now appear in your “Saved Recipient Lists” when you create new messages.