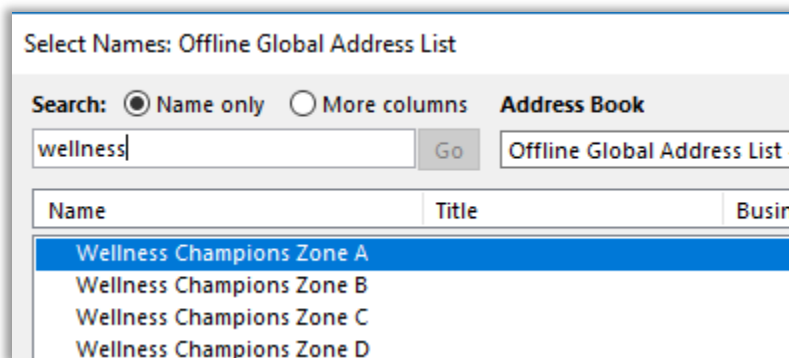


Wellness Champion Tools & Tips

Zone System

- Please communicate and collaborate with Champions in your zone!
- Champions are organized by zones, depending on the department's location in Pinellas County. There are four zones (Zone A is north, Zone B is central, etc.)
- The objective is to promote brainstorming, exchanging ideas, and sharing resources, plus expanding meeting space options for Champions who work in closer proximity to one another.
- If your department has locations in other zones, you will be listed in multiple zones in the directory. If you'd like to be listed on only one zone list for emails, please email Jane Grannis, Wellness Program Manager.
- It's easy to communicate with other Champions using the Outlook zone distribution list:
 - In Outlook, click *To*, type *wellness*, press tab, and you'll see a choice of Wellness Champions Zone A, B, C and D. Select your zone, and you can quickly send an email to your zone-mates.



Select Names: Offline Global Address List

Search: Name only More columns **Address Book**

wellness Offline Global Address List -

Name	Title	Busin
Wellness Champions Zone A		
Wellness Champions Zone B		
Wellness Champions Zone C		
Wellness Champions Zone D		

Email Communication

- *Outlook Zone Distribution Lists*: As outlined above, the Outlook distribution lists are a tool for Champions to communicate with one another. Please use these handy lists to email your zone-mates to share ideas you're implementing in your department or to ask for ideas or information. Please "cc" Jane Grannis on your emails.
- *Champion and Wellness Bulletins*: The Wellness Program team will communicate important news such as classes, presentations, and screenings to you in the *Champion Bulletin*. This newsletter is for Champions ONLY, and not to be forwarded to employees. Look for action items in red with a checkmark. For your convenience, a separate *Wellness Bulletin* (or other email, as appropriate) will be emailed with a specific request to forward it to your employees, with no additional effort needed on your part (cutting and pasting, etc.).

Wellness Calendar

- You will be given permission to access the Wellness Calendar in Outlook. Use the calendar to view County events, presentations, screenings, and learning series. In certain cases, you may be asked to add events for your location to the calendar.