

## **EZList**

From the Primary Menu you can click the "**EZList**" button to create or update simple text lists to share with everyone in the office. You can also access these lists from the Schedule using the top toolbar "**Tools**" option then select "**EZList Note Pad**".



Each list is given a name and a number. Click on the name of and existing list to access or update it. Click the green "Add New List" button to create a new list.

