

RESOURCES

Getting the most out of your network directory

This fact sheet explains how Network Directories are developed and how to use yours to easily contact all network members.

What is a Network Directory

The Network Directory is sent as a PDF and lists the names, profession and contact details of each network member.

To be included in the Directory, a member must have attended at least one meeting and provided their consent to share their details.

At any time a member can update their details or ask to be removed from the Directory.

Benefits of the Network Directory

The Network Directory helps members to easily share information and make referrals.

How often is the Network Directory updated and distributed?

Each network's Directory is updated after each meeting. The Directory is emailed to all members as soon as possible after the meeting attendance details are returned to MHPN.

This is usually within six weeks.

Keeping your Network Directory up-to-date

When you sign the Attendance Sheet at the meeting, check your details are correct and note any updates on the Sheet.

If your details aren't correct in the Network Directory, please let your MHPN project officer know.

Guidelines for using your Network Directory

The Directory is intended to support network members to communicate between meetings and make referring to each other easier.

It is not intended to be used for commercial purposes, for example as a marketing list.

To protect the personal information of network members who have agreed to share their details via the Directory, please do not forward the Directory to anyone.

How to send an email to everyone in your network

Just follow the following steps:

- > Open the Member Directory PDF document.
- > Hold down the Shift and Alt keys together and drag over the email addresses you want to select. Start by placing cursor to the left of the first address and drag to highlight all addresses (see next page).

Mental Health Professionals' Network

Emirates House
Level 8
257 Collins Street
Melbourne
VIC 3000

postal
PO Box 203
Flinders Lane
VIC 8009

email
contactus@mhpn.org.au

telephone
1800 209 031

www.mhpn.org.au

Mental Health Professionals Network
Network Member Directory

Network: Sample network, Sampletown, NSW 2000
Coordinator/s: Simon Sample
Last meeting date: Monday, 4 March 2013

Profession	Preferred email	Preferred phone
Social Worker	joe.sample@sample.com.au	02 1234 1234
GROW	sandy.sample@sample.com.au	02 1234 1234
Counsellor/Family Therapist	simon.sample@sample.com.au	02 1234 1234
Mental Health Social Worker	sarah.sample@sample.com.au	02 1234 1234
Medical Student	dave.sample@sample.com.au	02 1234 1234
Mental Health Nurse	karen.sample@sample.com.au	02 1234 1234

- > Once the data is selected, press Ctrl C to copy the highlighted addresses.
- > Open a new email, place the cursor in the TO box and press Ctrl V to paste the addresses.
- > Type your message and send your email.

Want more information? Contact MHPN

Mental Health
Professionals' Network

telephone
1800 209 031

www.mhpn.org.au