

## Local Workforce Area Contact System Desk Reference

### Email Addresses & LWIA Matrix

LWACS is the online repository of Local Workforce Area key contacts, the LWIA Matrix Report and pre-selected groups of email addresses.

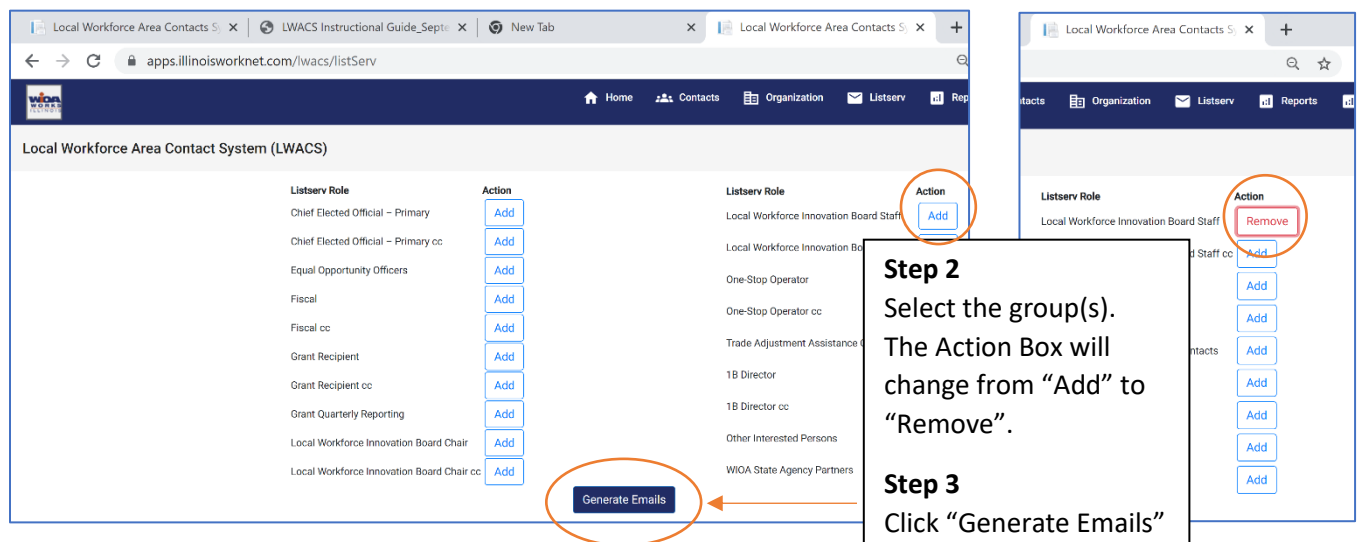
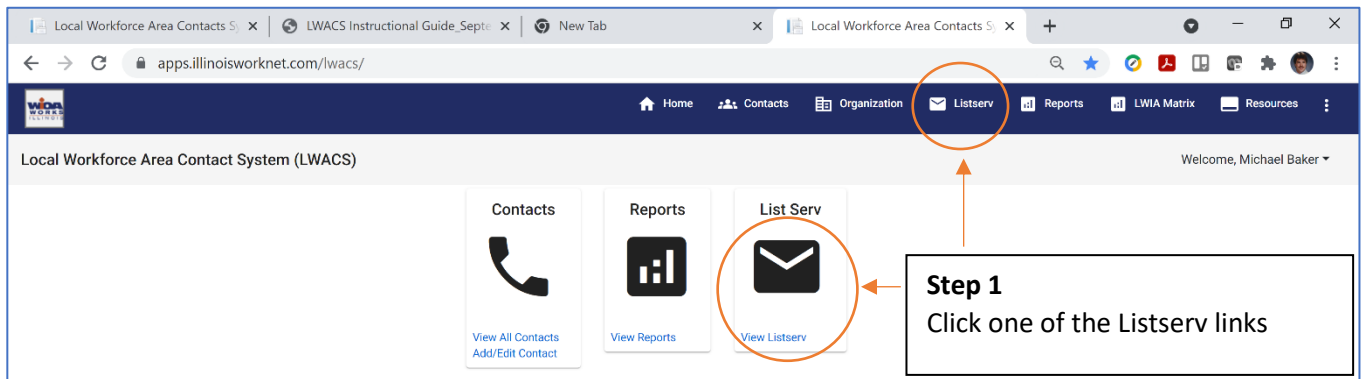
Users must have an Illinois workNet Account and given rights by SIUC staff to access the system.  
All OET may access the system.

LINK TO HOME PAGE - <https://apps.illinoisworknet.com/lwacs/>

### Using E-Mail Address Lists

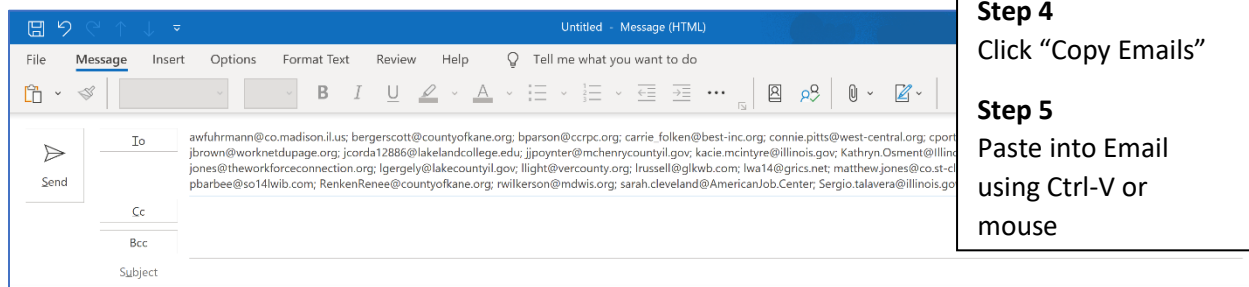
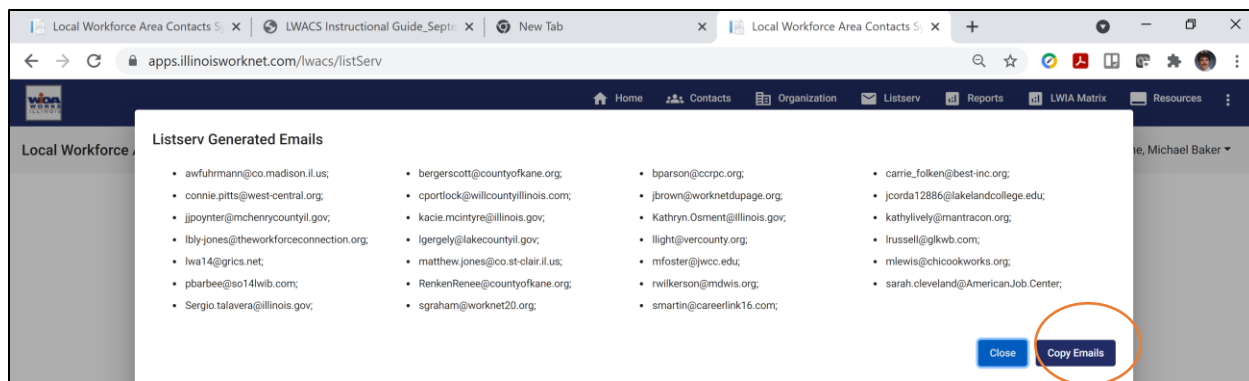
Listserv is an email distribution list of all of the individual staff and LWIB member contacts associated by their respective role(s).

1. On the Homepage select the **Listserv** icon or the Listserv tab on the top of the page.
2. Select the **Add** button next to the role for the users you would like to generate the email addresses
3. Select the **Generate Emails** button. A modal will pop up displaying the email addresses for the selected role(s).
4. Select the **Copy Emails** button to copy the emails to the Clipboard
5. Paste the Emails into the To:, CC: or BCC: fields of an Email using Ctrl-V or your mouse.



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## Email Addresses & LWIA Matrix



## Generate LWIA Contact Matrix Report

