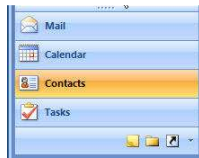
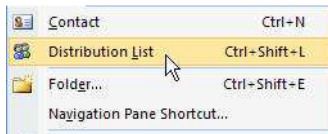


Create a Distribution List (Group List)

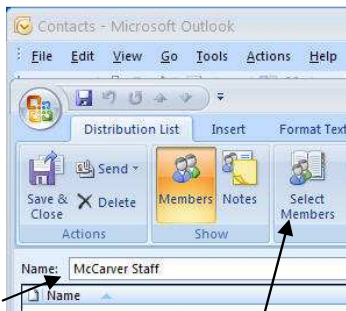
Click on the Contacts tab.



Go to the New menu. Pull down to Distribution List.

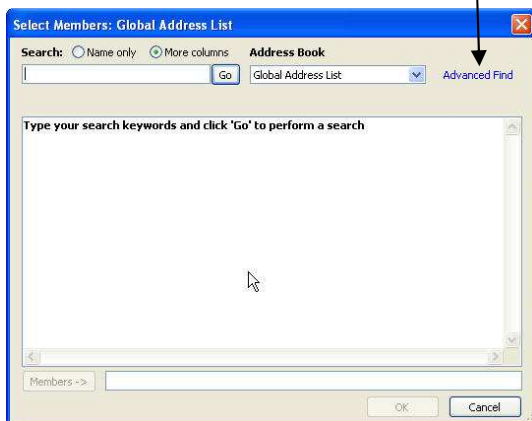


Name the list

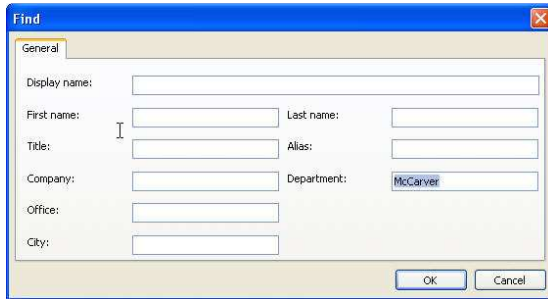


Click on the Select Members icon.

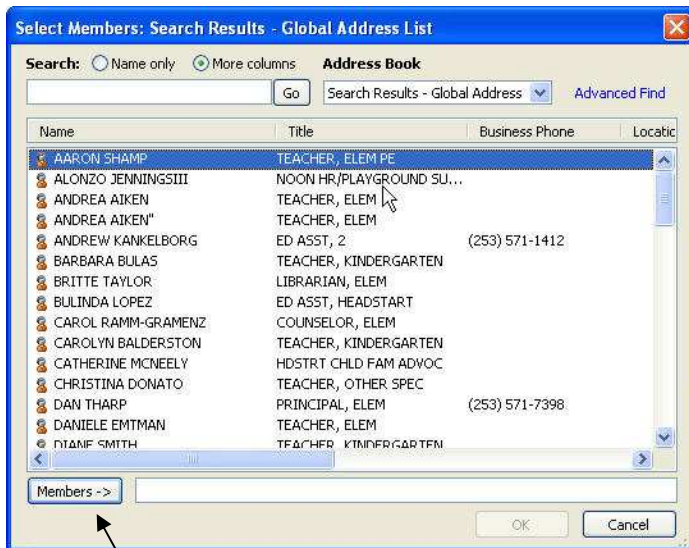
Click on the Advanced Find Hyperlink.



If you are creating a list for your school, click in the Department Field type in your school name. Click the OK button.

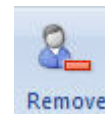


Select the names you want in your list. Click on the first name. Hold down the shift key. Click on the last name in the list to select all names in-between.



Click the Members button to populate your new list.

Click the OK button.



This is an excellent time to clean up the list. **Some lists are very inaccurate.** If there are staff that no longer work at your building, select them and use the Remove (not delete) button in the ribbon or press the delete key. To add new staff, click on the Add new icon in the ribbon.



Select the Save & Close button to create a Contact Card for your staff.

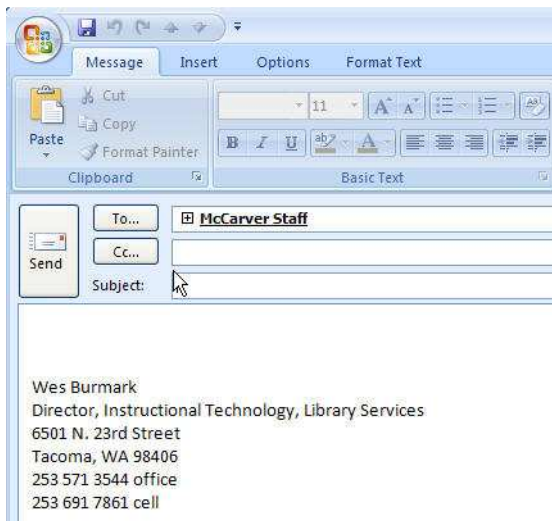
To use the list, double-click on the Contact Card (make sure you have the Contacts button selected).



Select E-mail.



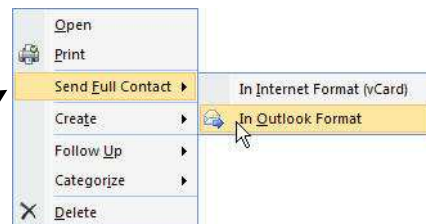
Your email message will contain all of the members in your list.



Type your message and press the Send button.

Sharing a Distribution List...

To share a distribution list you have created, right-click on the contact card and select Send Full Contact.

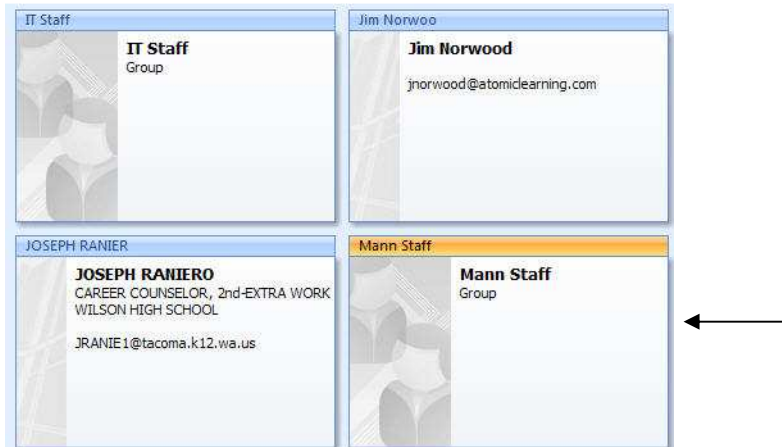


FW: Mann Staff
SHERRI DESSEAU
Sent: Wed 9/3/2008 7:49 AM
To: WESLEY BURMARK
Message | Mann Staff (13 KB)

Sherri :)

This adds your list to an email as an attachment.

If you receive an email with a distribution list attached, you can save that list by dragging and dropping the attachment icon onto the Contacts tab. The list will now show up as one of your contact cards.



Recommendations:

Never name your distribution list “ALL STAFF.” This name is already taken, and, as you may have recently experienced, sends the email to all staff in the district.

If you receive an email titled To: ALL STAFF do not respond to this email, as (I’ll bet you are catching on to this) it sends your response to all staff and another email to you!

When removing a name from a distribution list use the Remove icon or use the Delete key on your keyboard. **DO NOT** use the delete icon on the ribbon as that will delete the entire distribution list. Trust me... there is **NOT** an undo for this error.

