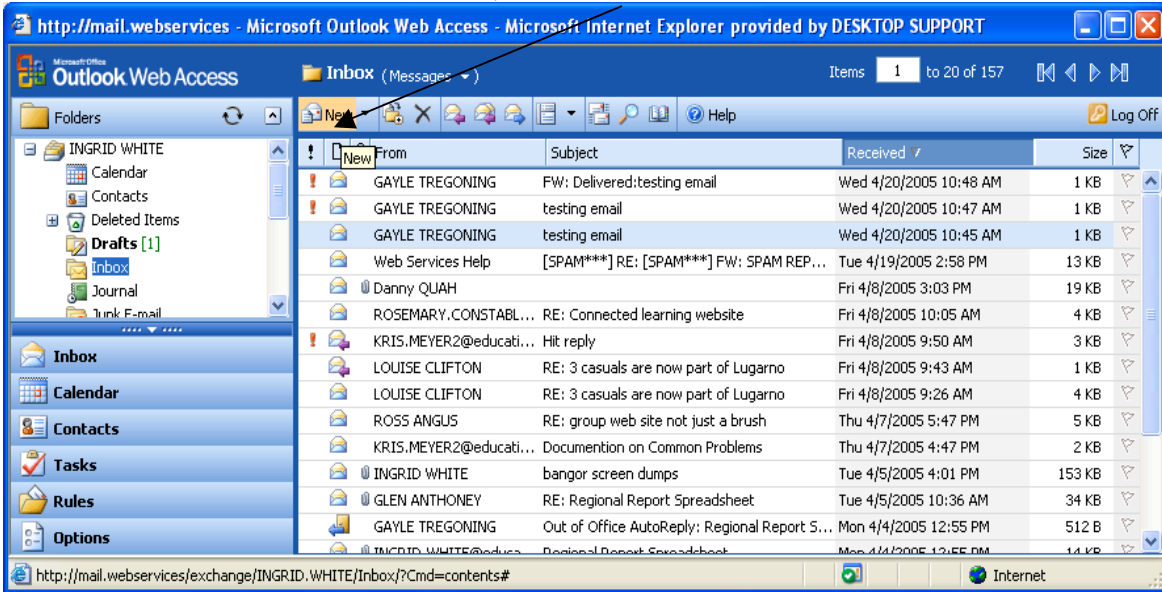


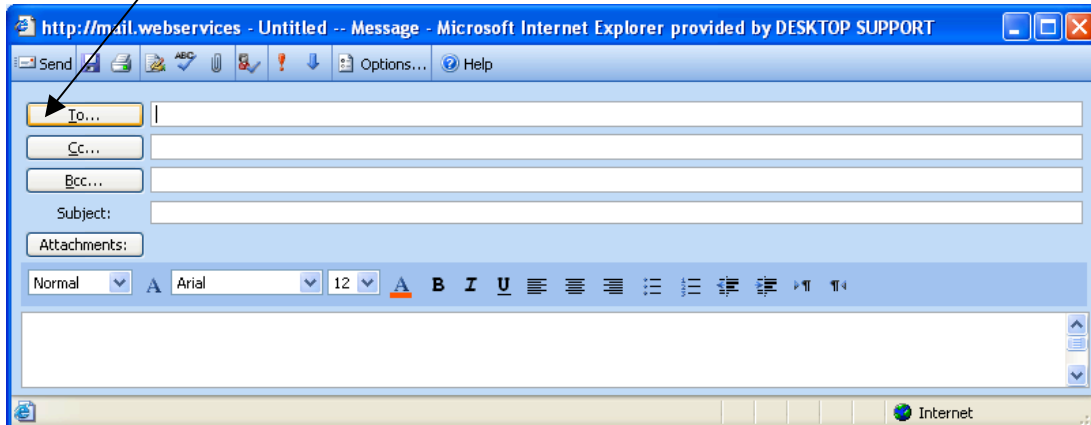
Sending an Email to staff and students with E- Learning accounts

Method 1: Using the global address list (GAL) through the find names dialog box

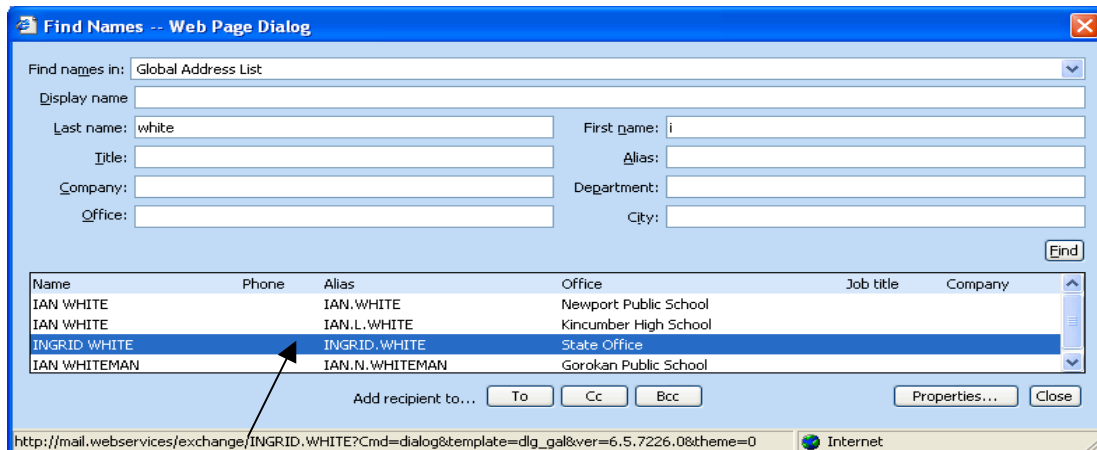
1. On the Outlook Web Access toolbar, click the **New** button.



2. Click the **To** button.



3. On the **Find Names -- Web Page Dialog**, type one or more of the first letters of the first name of the user you are looking for in the **Display name** box, or one or more of the letters of their surname in the **Last name** box. Click the **Find** button.



4. Click a name to select it (name will be highlighted)
5. Click one of the **Add recipient to...** buttons (To, Cc, Bcc). The address is added to the appropriate address line. (*To... allows all recipients of the email to see each other's*

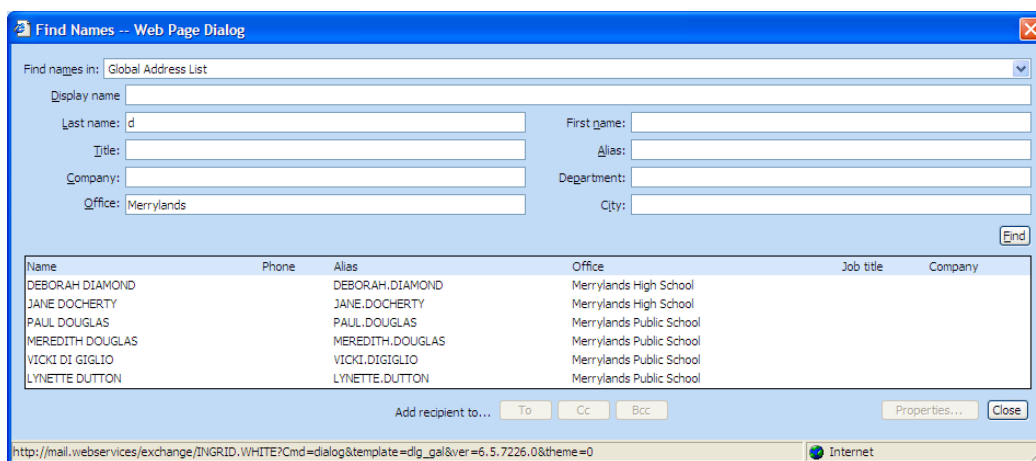
Sending email- various methods

addresses. **CC...** Is for giving a carbon copy or courtesy copy to a recipient who is not directly being addressed by the email but needs to be aware that the email has been sent and what it is about for his/her records. **BCC...** is blind carbon copy and the address(es) of any recipients in the BCC area will be hidden. This could be used when an email is being sent to a mixed group of students and staff.)

6. Add as many addressees as you like and then click the **Close** button.

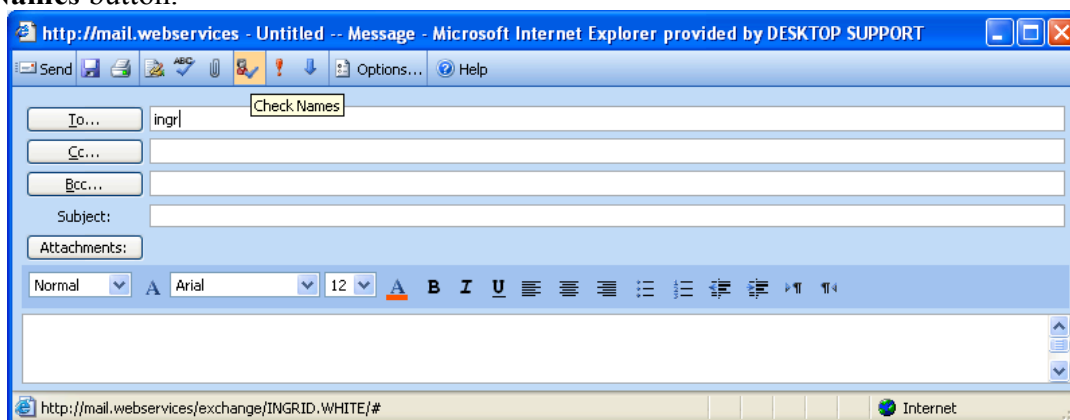
Method 2: Using the Office box combined with the Last name box.

1. On the Outlook Web Access toolbar, click the **New** button.
2. Click the **To** button.
3. On the **Find Names -- Web Page Dialog**, type the name of a school in the **Office** box and a letter of the alphabet **Last name** box. As only 30 names are displayed in the user list, combining the **Office** and **Last name** together will refine the search to a smaller number of users at large schools, especially High Schools. (Hint: in the **Office** box typing a name of a school without typing what kind of school it is may return more than one school with the same name, e.g. Merrylands Public and Merrylands High. You may need to type the full name in this case.)



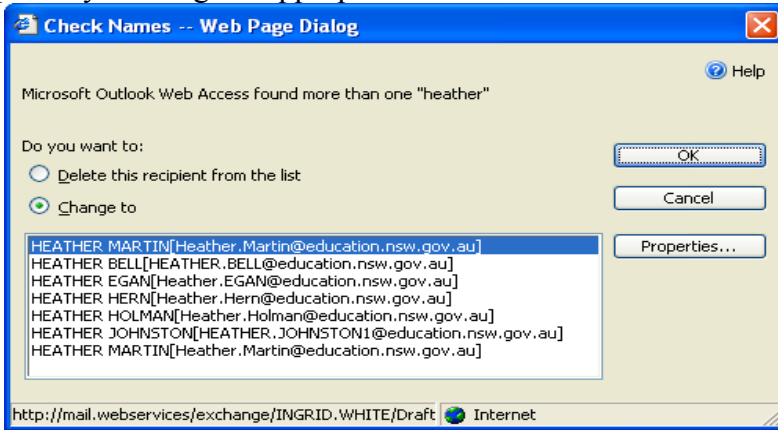
Method 3: Using the GAL through the check names function

1. On the Outlook Web Access toolbar, click the **New** button.
2. Type a partial name in the **To** box. On the Outlook Web Access toolbar, click the **Check Names** button.



3. If the name is resolved it is added above the **To** box in black text and the process is complete. If the name is unresolved, the text you entered appears in red above the **To** box. Click the red text.

4. Select a recipient by clicking the appropriate name.

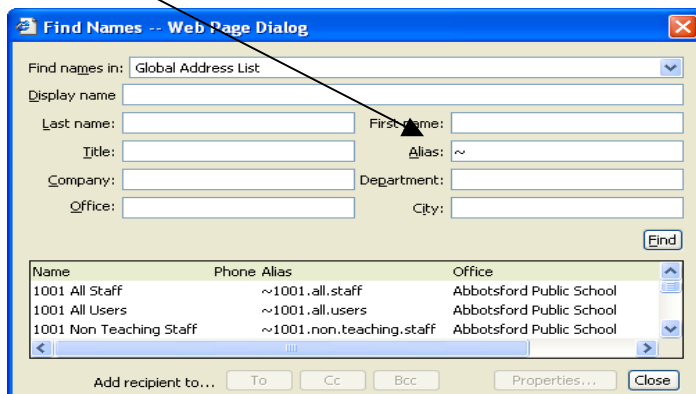


5. Click **OK**. The name is added above the appropriate address box in black text.

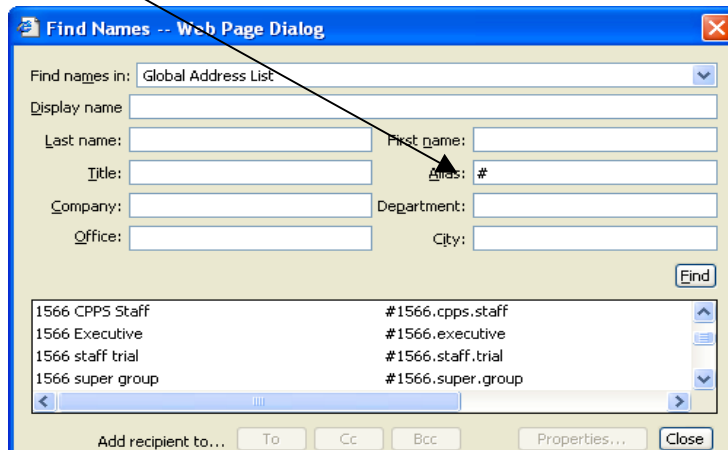
Method 4: To use the global address list when addressing an email to a roll class, year group or a user-created group that is mail-enabled

Note: You must have Contributor rights to these groups, to be able to send a message. (The C for contributor will only appear if you have made your user-created group mail-enabled.)

1. On the Outlook Web Access toolbar, click the **New** button.
2. Click the **To** button.
3. On the **Find Names -- Web Page Dialog**,
 1. Typing a tilde sign (~) in the **Alias** box will display all the auto groups at your school.



2. Typing a hash sign (#) in the **Alias** box will display user-created groups at your school.



4. Click the **Find** button.
5. Click a group to select it.

6. Click one of the **Add recipient to...** buttons (To, Cc, Bcc). The address is added to the appropriate address line.
7. Add as many groups as you like and then click the **Close** button.

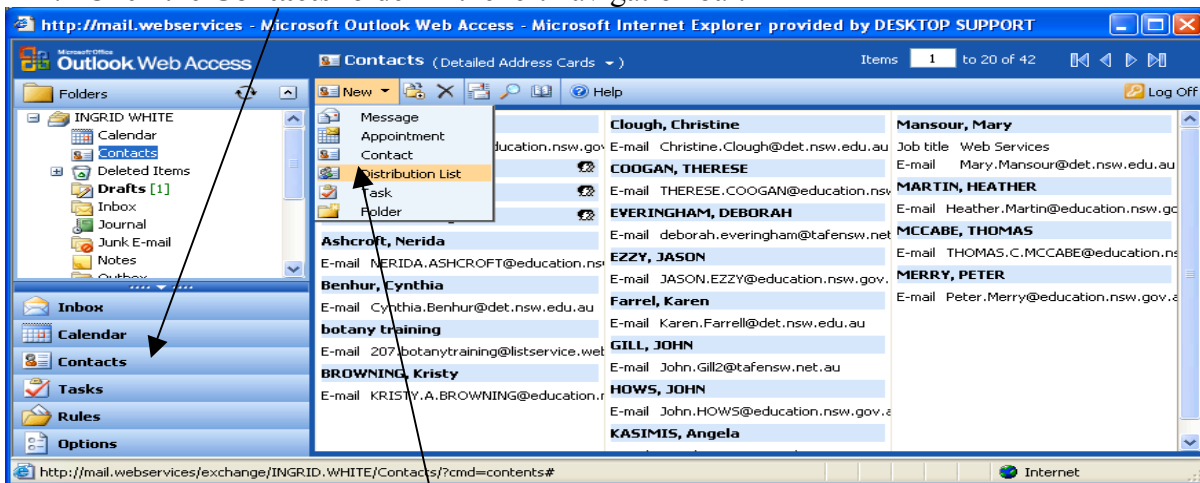
Method 5: Sending an email to a subject class at a secondary school.

Note: You must have Contributor rights to these auto groups to be able to send a message.

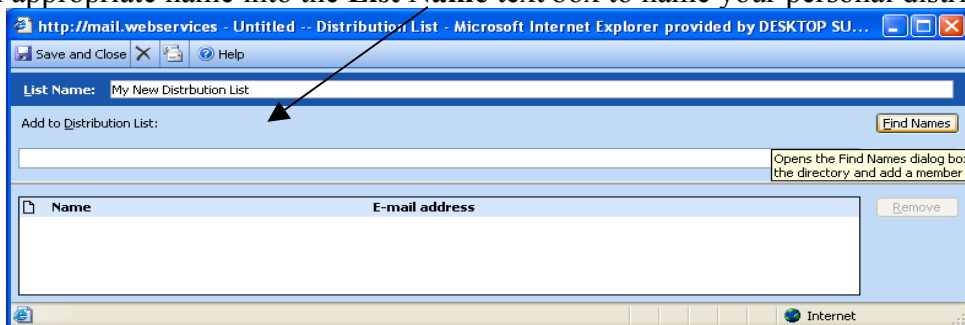
1. On the Outlook Web Access toolbar, click the **New** button.
2. Type a partial name for the subject class e.g. **003 subject class**, in the **To** box. The naming convention for a subject class is *School code subject class class name*. e.g. **003 subject class 12L**.
3. On the Outlook Web Access toolbar, click the **Check Names** button.
4. If the name is resolved it is added above the **To** box in black text and the process is complete. If the name is unresolved, the text you entered appears in red above the **To** box and the **Check Names** dialog box is displayed.
5. Select an auto group by clicking the radio button next to the appropriate name.
6. Click **Apply**. The name is added above the appropriate address box in black text.

Method 6: Creating a personal distribution list

1. Click the **Contacts** folder in the left navigation bar.

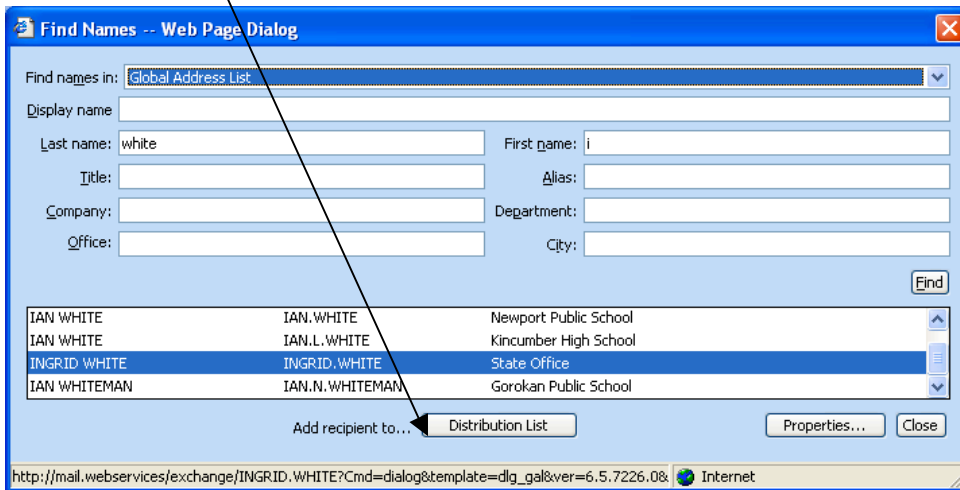


2. Click on the **New dropdown arrow**, in the top navigation area of the Outlook Web Access window, to create a new personal distribution list. Click on the **Distribution List** option.
3. Type an appropriate name into the **List Name** text box to name your personal distribution list.

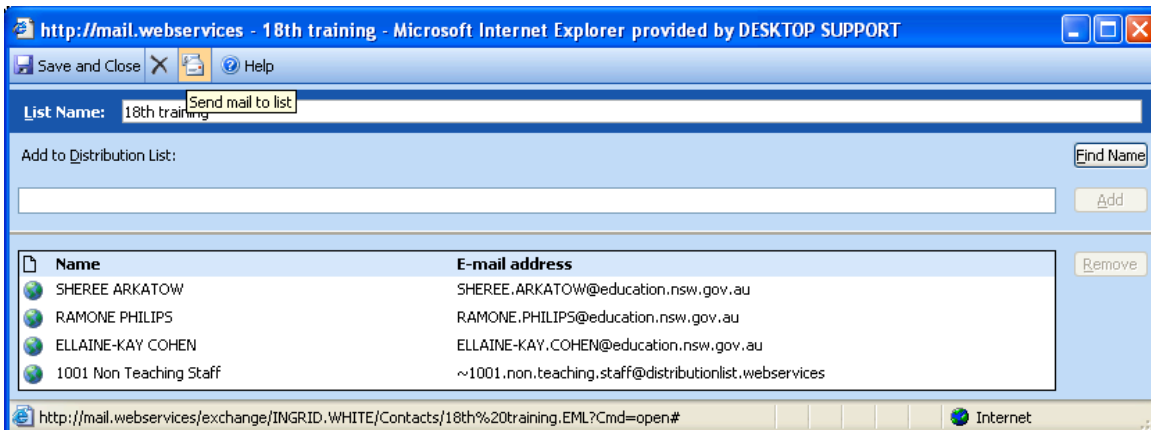


4. Click on the **Find names** button to find some colleagues from the Global Address List to add to your personal distribution list.
5. Check the **Find names in** dropdown arrow has Global Address List selected.

6. In the **Last name** field type your colleague's last name and click **Find**.
7. Click once to highlight the correct name in the search results.
8. Click the **Add recipient to: Distribution list** button.



9. Repeat this for all colleagues that you require added to the personal distribution list.
10. Click the **Close** button.
11. Click on the **Save and close** button above the distribution list name box. Your new personal distribution list has been added to your contacts folder.
12. To send the message open the distribution list from within your Contacts folder and click on the **Send mail to list** button.



Method 7: Sending a message to DET or other email accounts, or a student at another site

1. On the Outlook Web Access toolbar, click the **New** button.
2. In the **To** box, type the complete email address of the person to whom you want to send a message.
3. In the **Subject** box, type the subject of the message you want to send.
4. In the text box, type the message you want to send.
5. On the Message Menu Bar, click the **Send** button. The message is sent and you are returned to the Inbox.