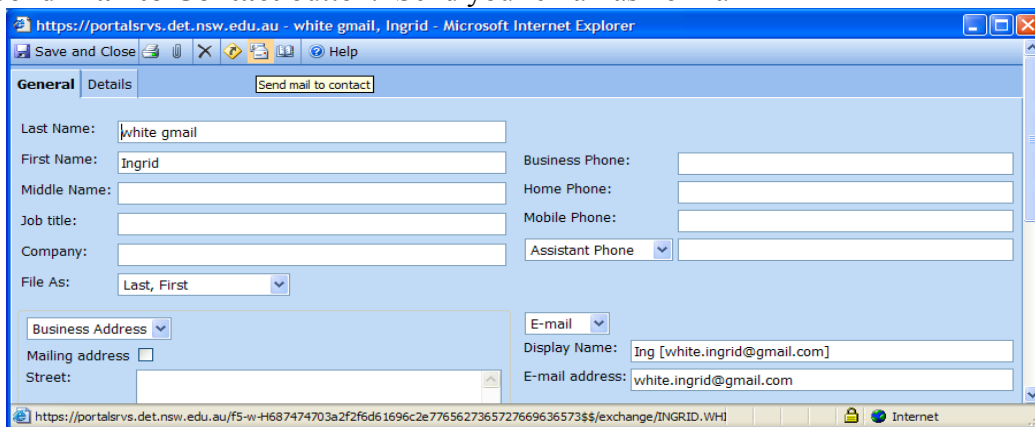


What's the quickest way to send to.....?

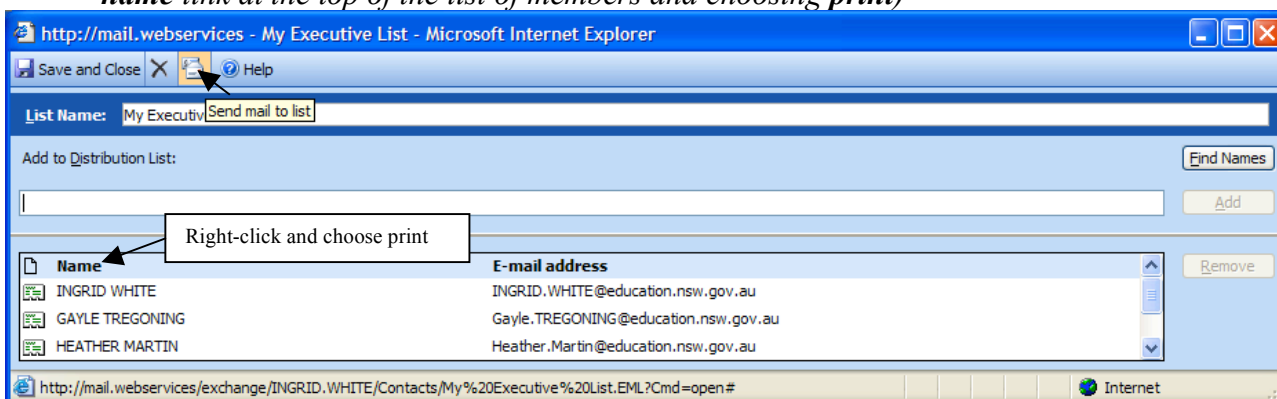
To a single individual

1. When someone sends you an email save their details in your contacts. Click on the **Contacts** button. Double-click on a contact name to open the contact's details dialogue box. Click the **Send Mail to Contact** button. Send your email as normal



To a Distribution List

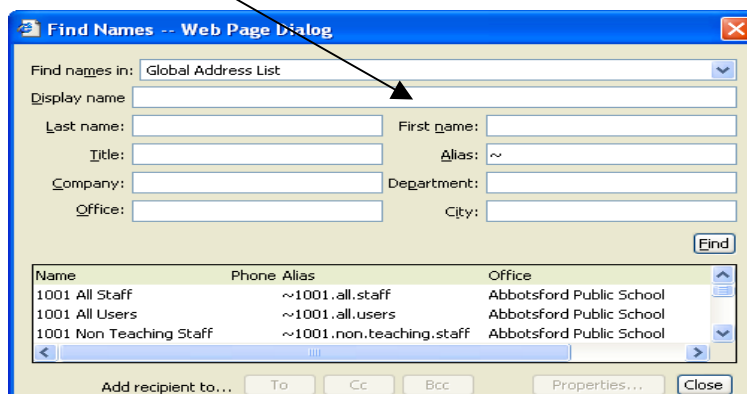
1. Click on the **Contacts** button. Double-click on a distribution list name to open the distribution list's details dialogue box. Click the **Send Mail to list** button. Send your email as normal (*Note: you can print a list of all the members in a distribution list by right-clicking on the name link at the top of the list of members and choosing print*)



To a group.

1. Autogroups are mail-enabled by default. If you need to send to **all staff, all students, all teaching staff, all non-teaching staff, students year groups, student roll classes, student subject classes** use the tilde sign:

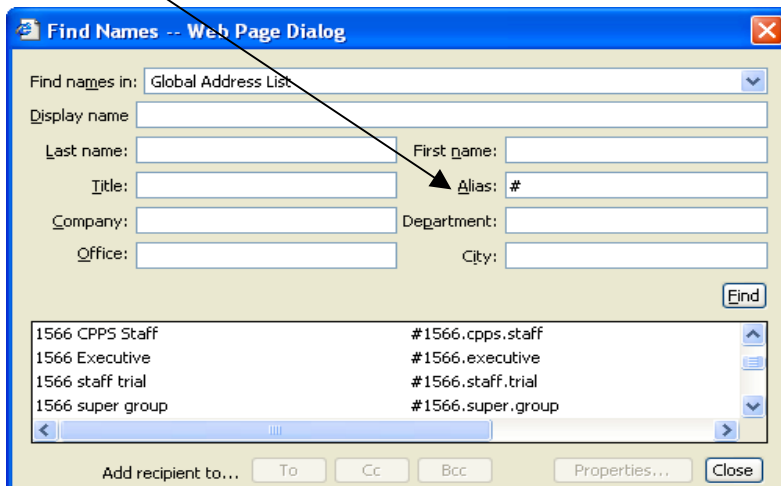
Typing a tilde sign (~) in the **Alias** box plus your school code will display all the auto groups at your school.



Quickest ways to send to???

- User-created groups can be mail-enabled at the time of creation, or later in the **Groups-maintain** area in the **Administration** tab.

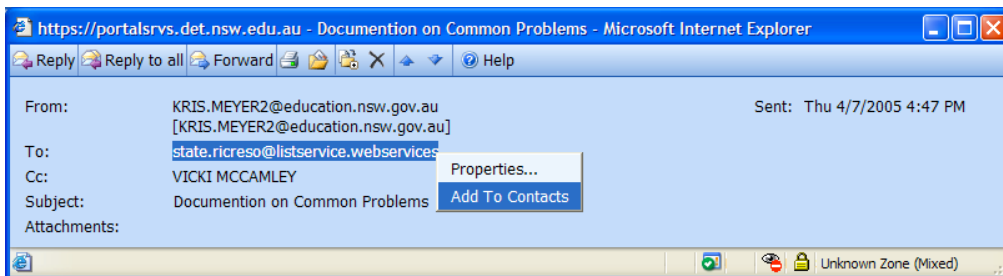
Typing a hash sign (#) in the **Alias** box will display user-created groups at your school.



- Click the **Find** button.
- Click a group to select it.
- Click one of the **Add recipient to...** buttons (To, Cc, Bcc). The address is added to the appropriate address line.
- Add as many groups as you like and then click the **Close** button. (*Hint: as autogroups are updated automatically, and user-created groups can be updated as well, they may be more accurate than distribution lists you have created.*)

To A List Service

- After receiving an email from a List Service you are a member of, double-click to open the email then right-click on the list service contact name and click **Add To Contacts** button.



- Type in the name of the list service in the **Last Name** box, then click the **Save and Close**

