

SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

CREATING AND USING PERSONAL EMAIL GROUPS

Purpose

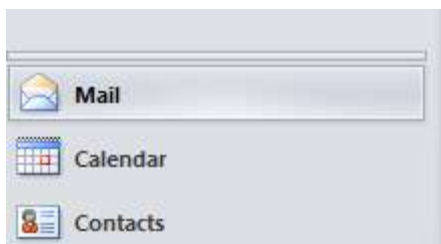
This handout describes how to create your own Personal Email Groups.

When should I create my own Personal Email Group?

There are many cases when you need to send an email to a group of people – a personal email group should be a group that only you need to send to. If multiple people need to send to this group, then the group should be made on the SASD Exchange Server (just email the Tech Department).

How do I create a Personal Distribution Group?

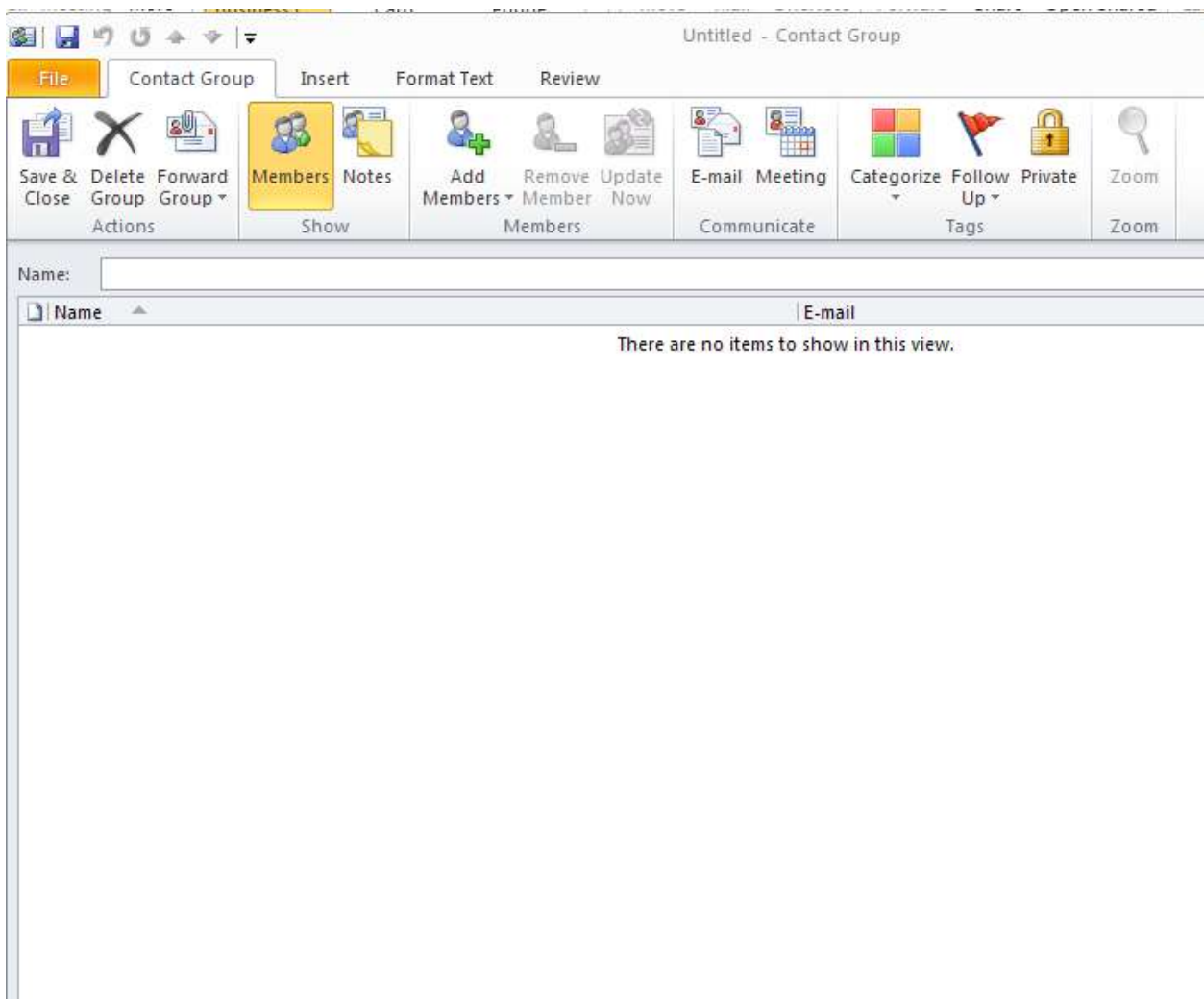
Start up MS Outlook on your PC.



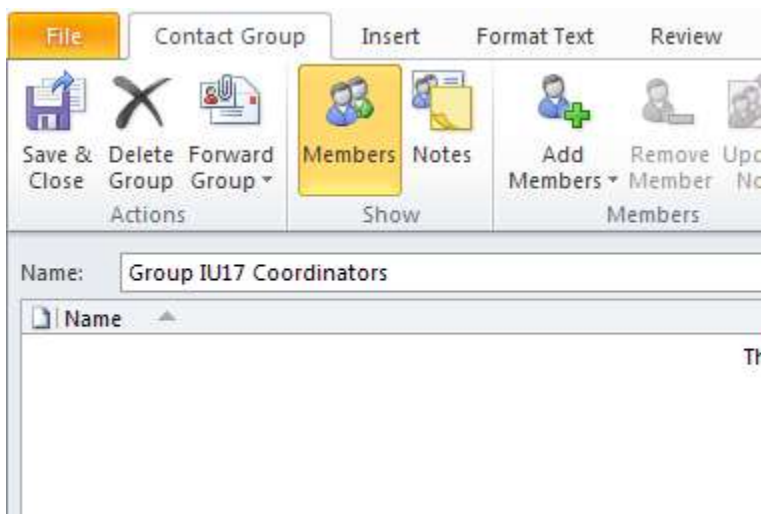
Click on Contacts



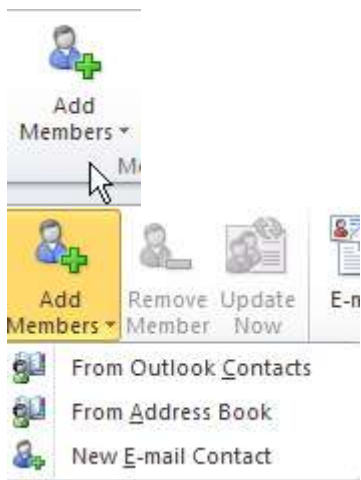
Click on New Contact Group



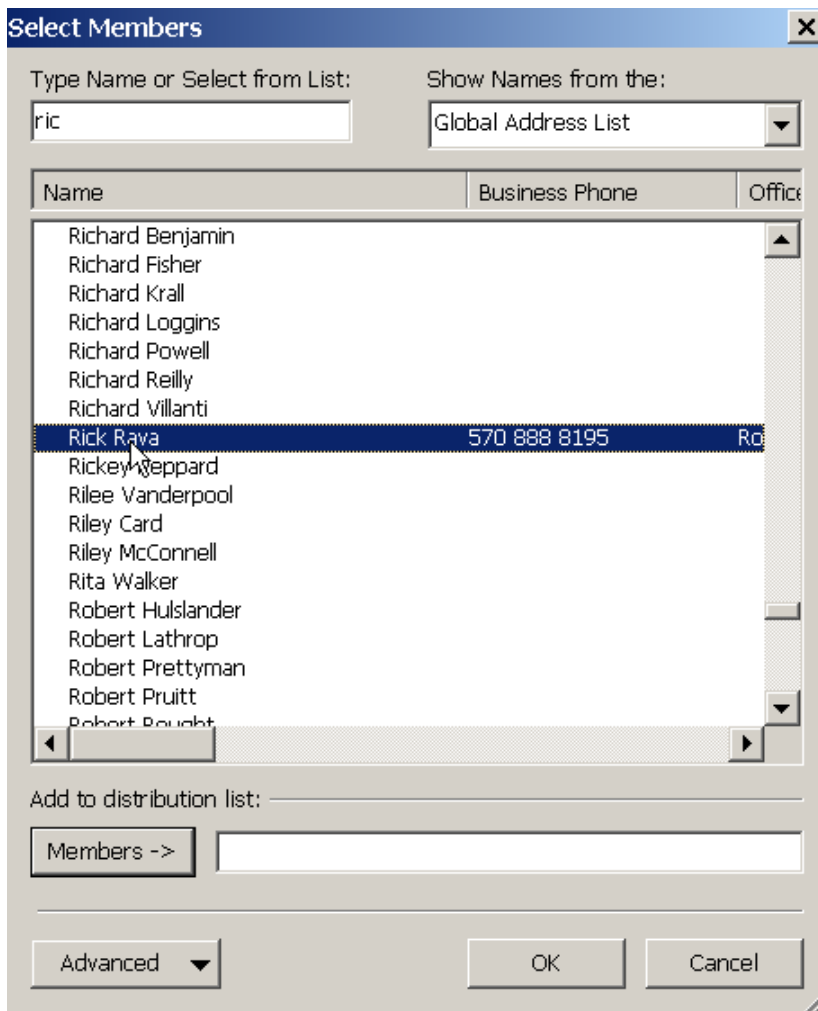
Enter the desired name (I recommend starting your group name with the word “Group”



Now just add the members to the Personal Contact Group

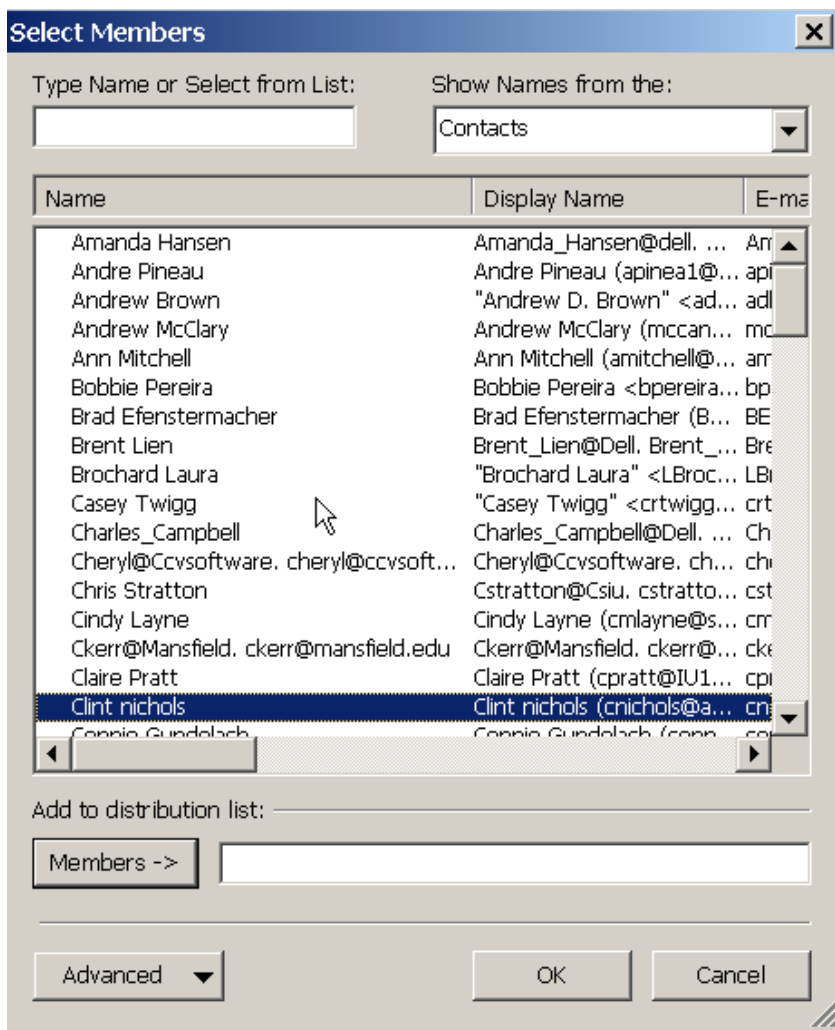


If the member is already in the SASD address book, just click on Select Members



Highlight the person and click on the Members button – then click on OK

If you need to add someone from your Personal Contacts Address Book, just click on Select Members

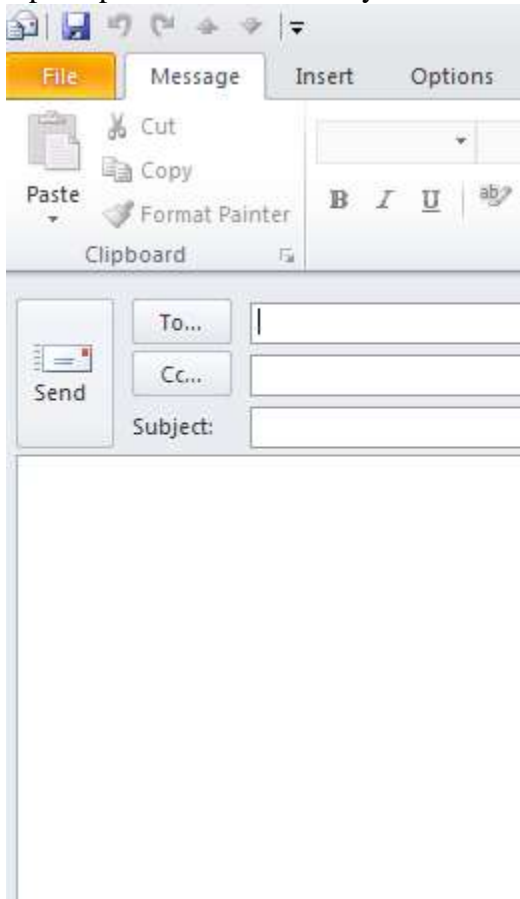


Navigate and select the desired person and click on the Members button

How do I send to an Email Personal Distribution Group?

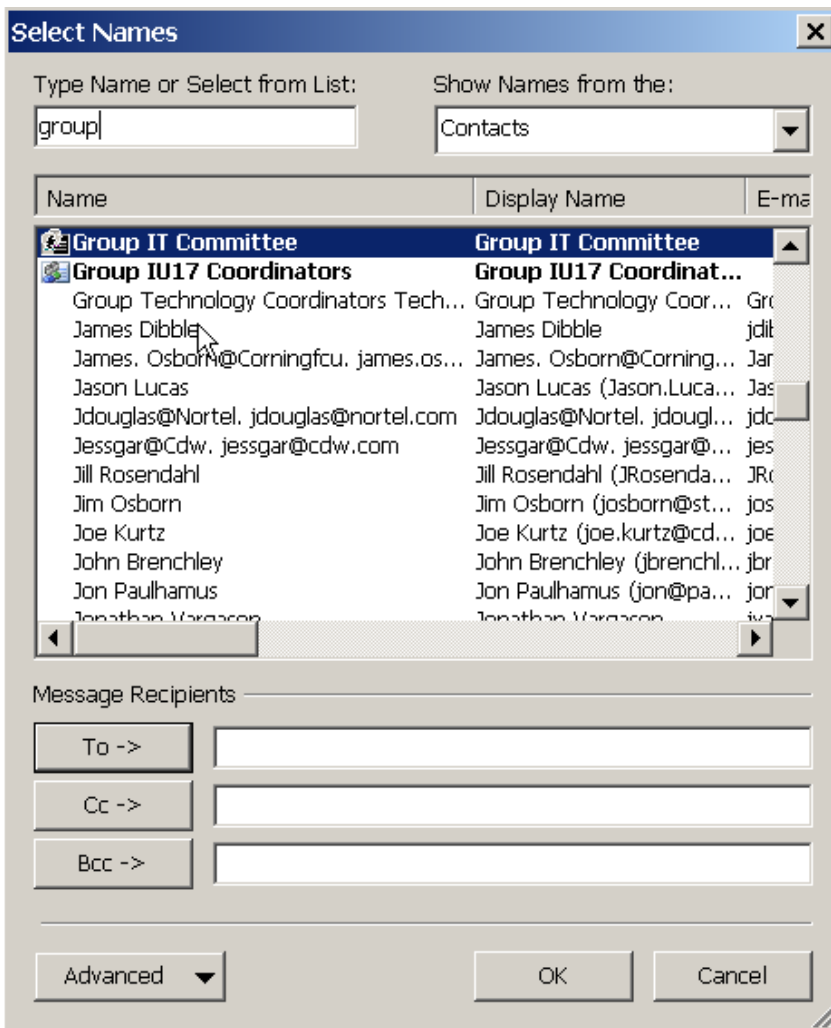
Start up MS Outlook on your PC.

Open up the email that that you wish to add to your contacts – see the following example:



Click on the To  button

Select your Contacts address book



Type in the word group in the “type from name or select from list” field

Highlight the desired group and click on the To  button

Click on OK

