

# SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

## SASD EMAIL GROUPS

### Purpose

This handout describes how to use SASD Email Groups using MS Outlook 2010.

### When should I use an Email Group?

There are many cases when you need to send an email to a group of people at SASD. For example, you may need to send an email just to the Snyder Teachers.

Some of the most commonly used Groups are:

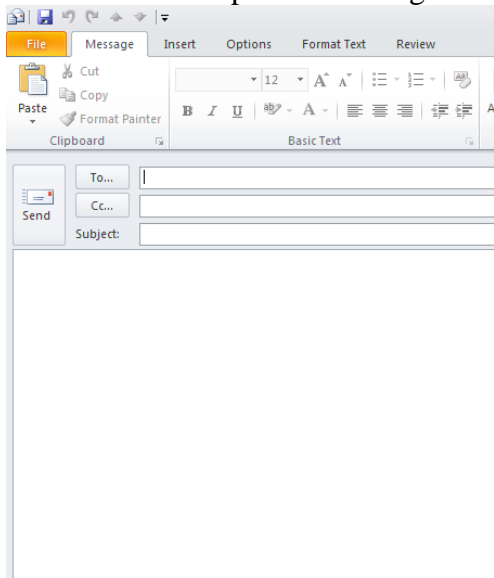
- Group HS Teachers
- Group LE Teachers
- Group SE Teachers
- Group All Students
- Group All District Employees
- Group Business Office
- Group HS Students
- Group SE Students
- Group LE Students

### How do I send to an Email Group?

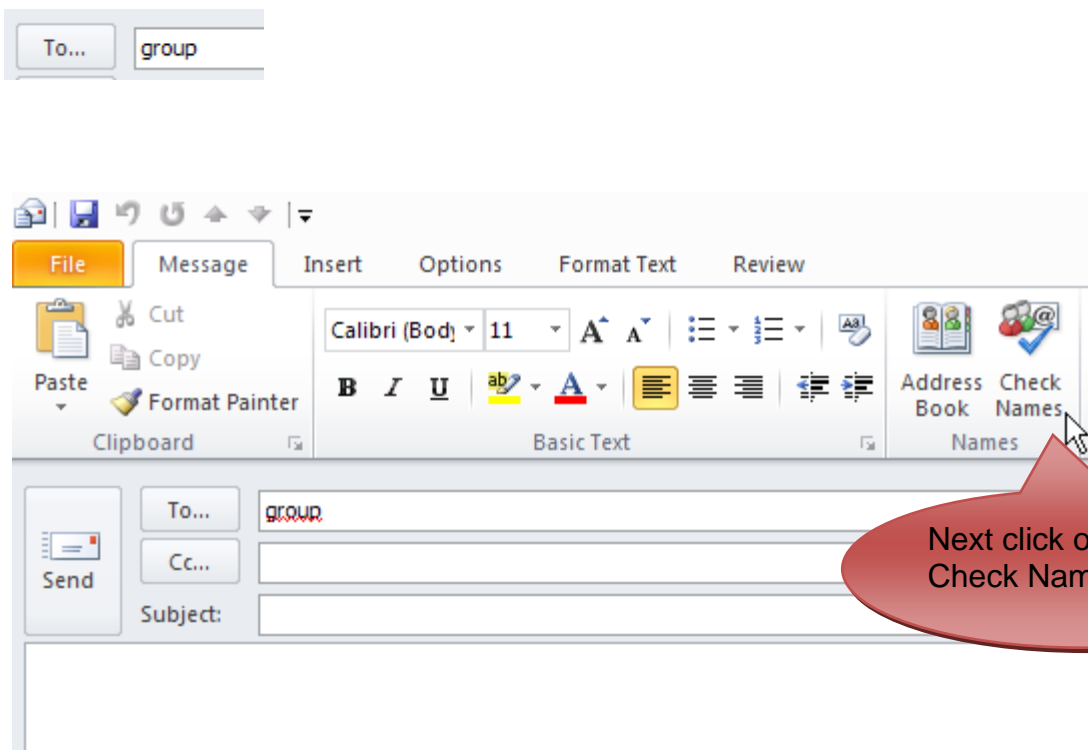
Start up MS Outlook on your PC.

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

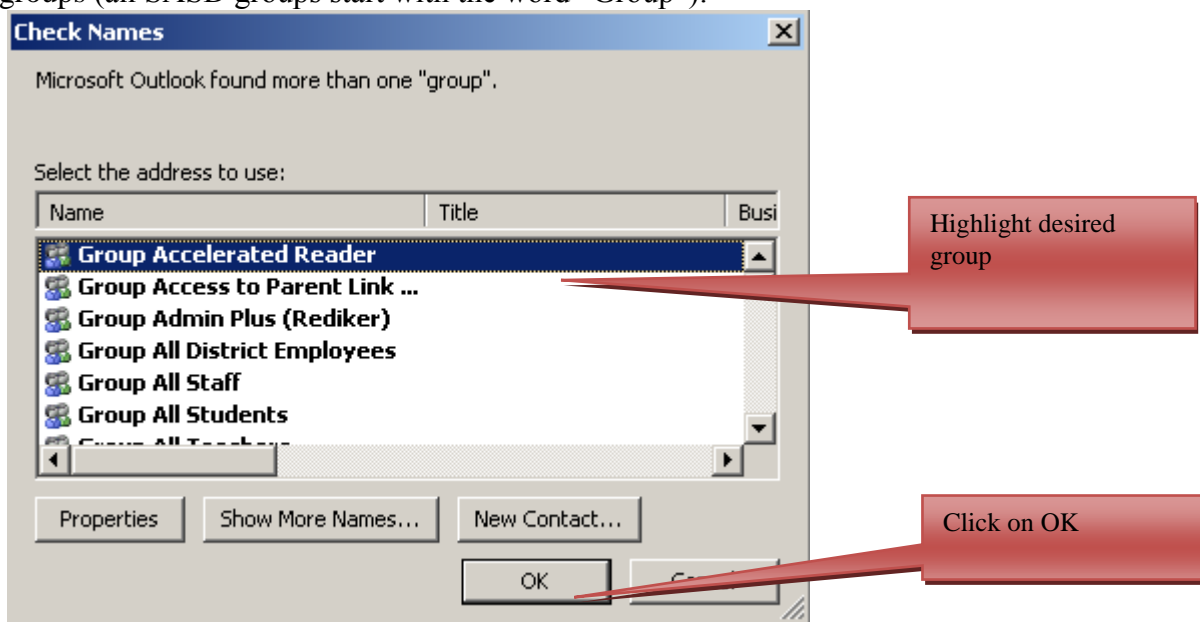
Create a new or open an existing Email Message in MS Outlook (see the following example):



Type group in the To... field

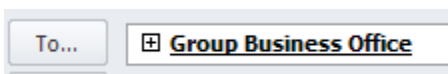


This results in the following sample window displaying all of the Sayre Area School District groups (all SASD groups start with the word “Group”):



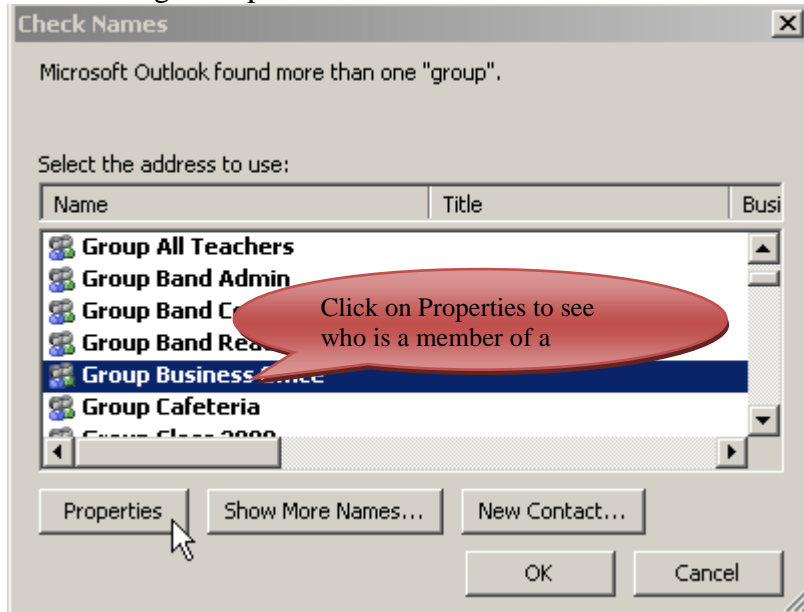
You will now see all of the SASD Email groups – for example: the Group Business Office group would be used to send an email to the entire school district.

Select the desired Group and click on OK – this results in the following example:



## OPTIONAL – How to see who is in a particular group?

How to tell who is in a particular group – just highlight the group and click on Properties – see the following example:



The following sample screen appears showing who is in this group

