

SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

MS OUTLOOK 2010 VERIFY EMAIL ADDRESS

Purpose

This handout describes how to verify that the person you are addressing is the correct address in MS Outlook 2010.

Please note that all staff and teachers will be updated in our Exchange 2007 Server address book to have a descriptive name that helps identify that person.

Staff Example:

Dayton Handrick (Staff - HS Principal)

Teacher Example:

Randy Felt (Teacher - HS Social Studies)

How do I Verify the Address?

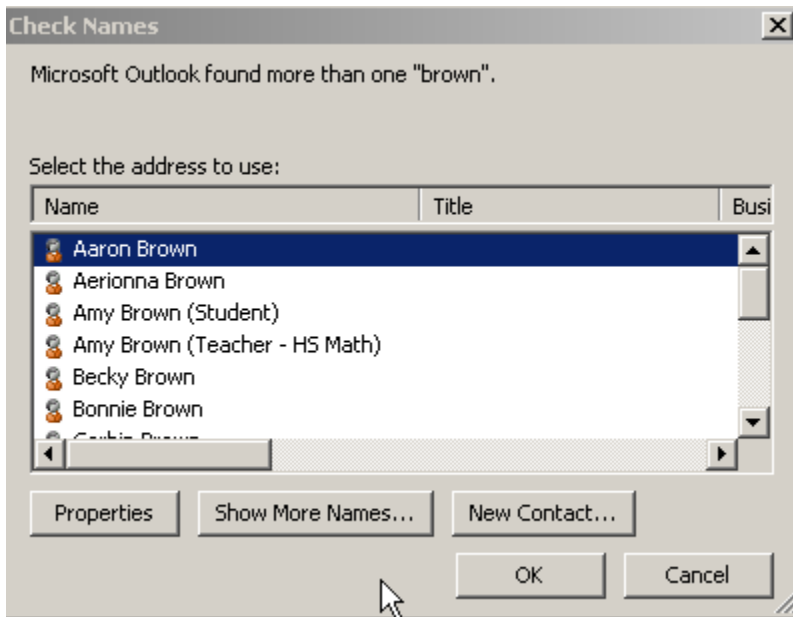
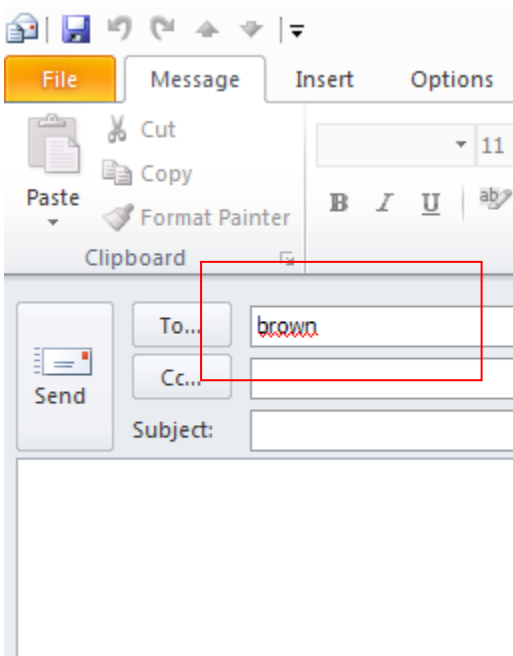
Start up MS Outlook on your PC.

Compose your desired email

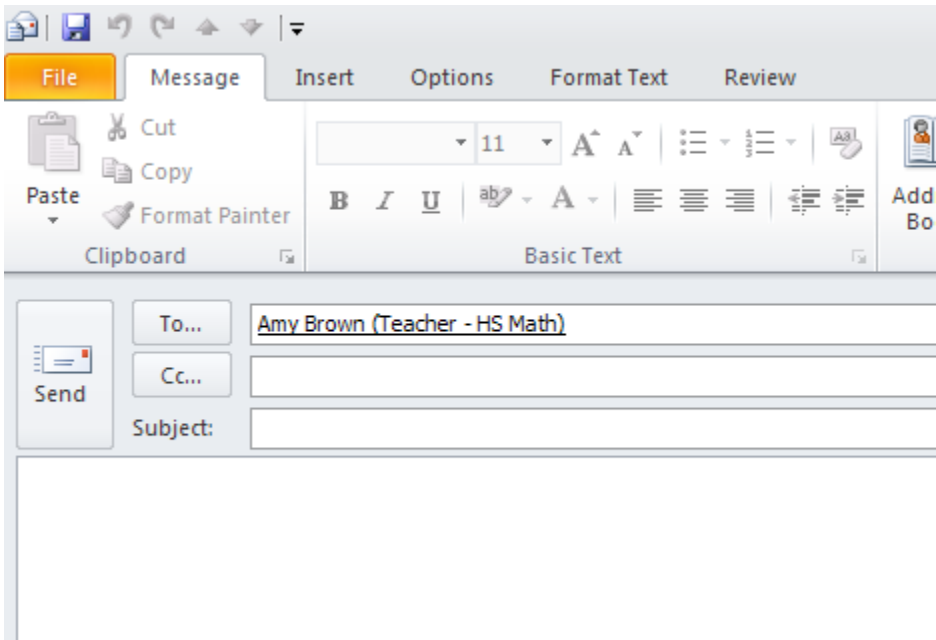
Now enter part of the desired person's name – see the following example:



Then click on the  Check Names button (see the following example)

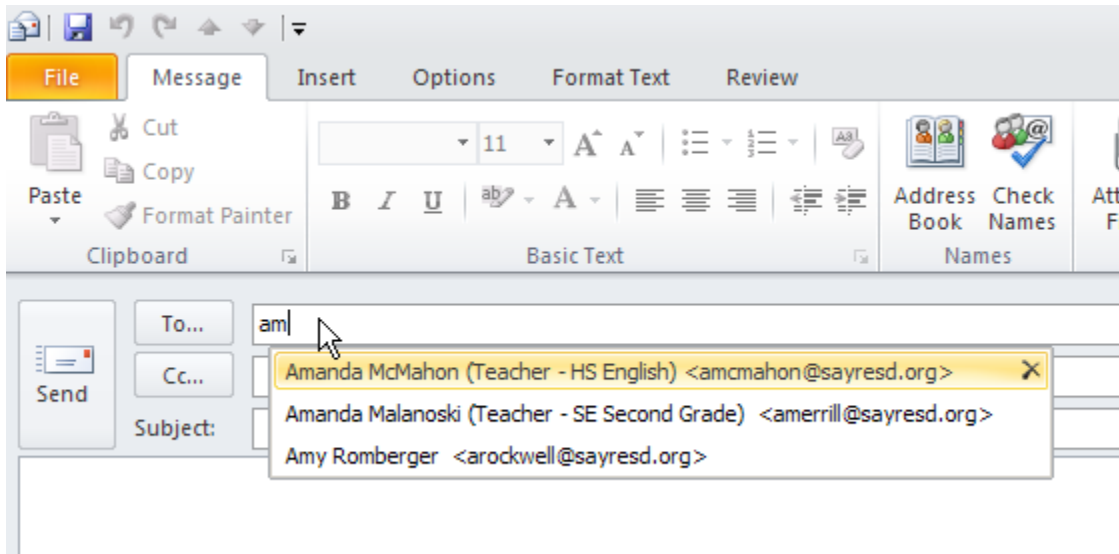


Now just click on the appropriate address and click the OK button – in this example the desired person is Amy Brown (Teacher – HS Math)



Type-ahead Feature

MS Outlook has a feature that allows the email address to automatically display near matches – see the following example:

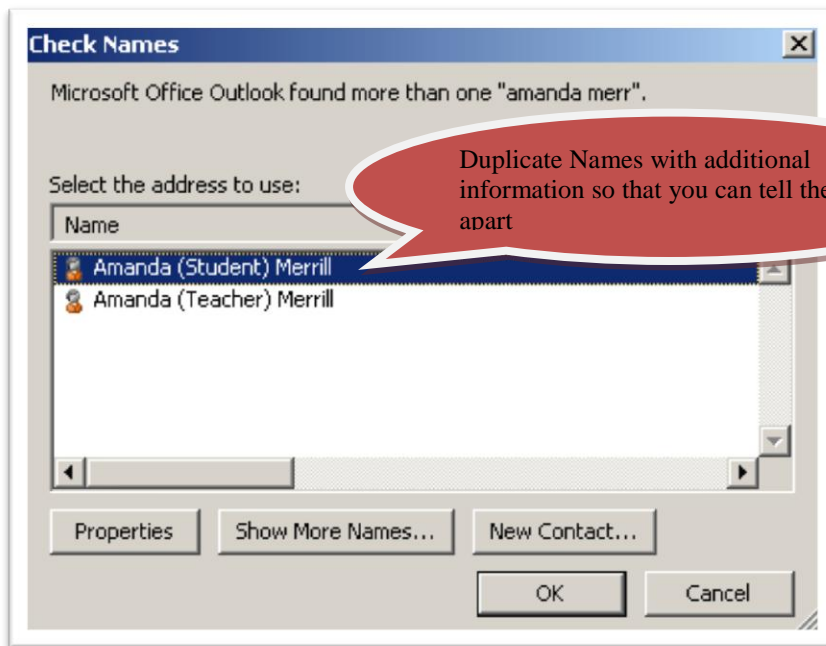


Just select the desired person that you wish to send the message to

Please note that this is not permanently saved to your MS Outlook – when a system upgrade occurs, you have to send an email to someone first before it remembers the email address again.

What about Duplicates?

This procedure should be done when you have more than 1 person with the same name. Please see the following example:



If you see any names in the address book that are duplicates – please contact the Technology Department so that we can rename the accounts so that you can tell the difference between the two names (see example above).