

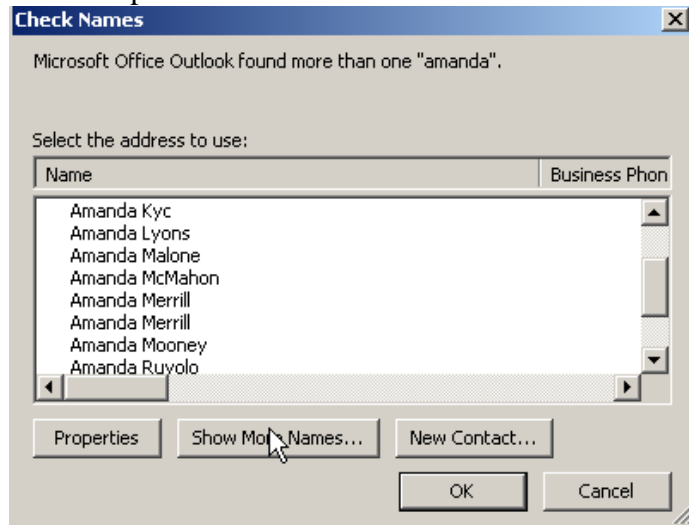
SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

DUPLICATE EMAIL NAMES

Purpose

This handout describes how to handle duplicate Email Names.

For example:

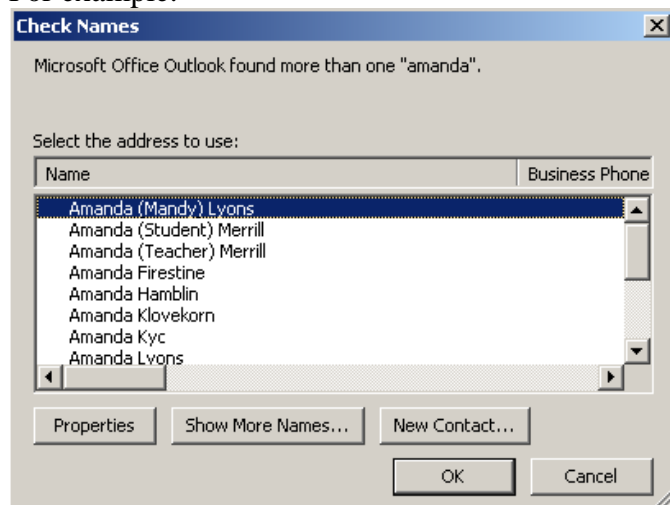


Note that the above email was meant to be sent to Amanda Merrill but there are 2 people with the same name.

What Should I Do?

Email someone in the SASD Tech Dept that there are duplicate names – the Tech Dept will set up additional information so that the 2 people can be identified properly in the email address.

For example:



Note that the duplicate names are now identified by (one is a teacher and one is a student)