

# 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:

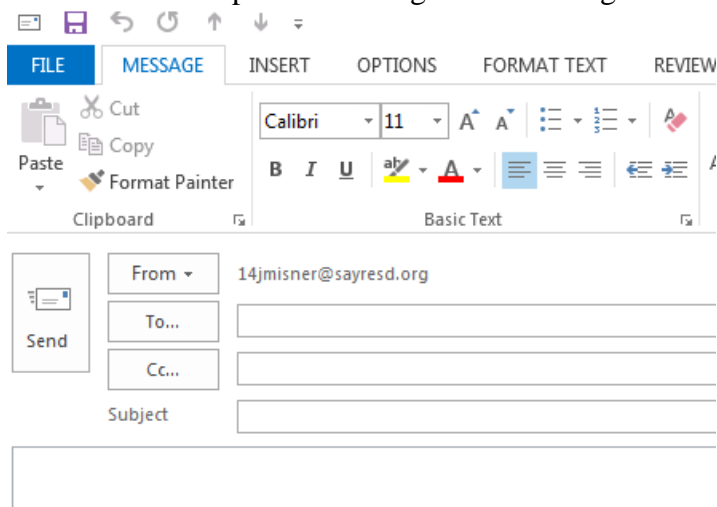
- Group HS Teachers
- Group LE Teachers
- Group SE Teachers
- Group All Students
- Group All District Employees
- Group Business Office
- Group HS Students
- Group SE Students
- Group LE Students

### 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:

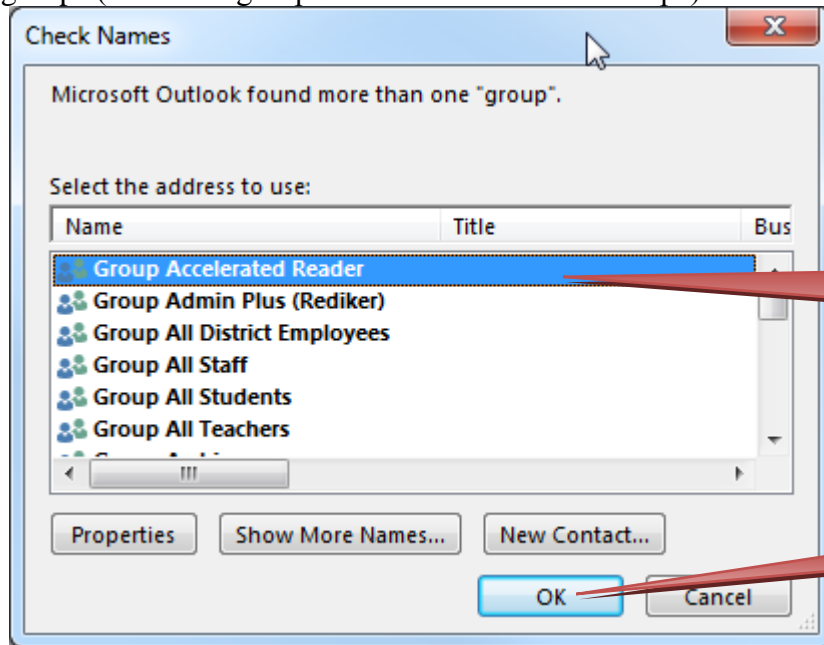
Create a new or open an existing Email Message in MS Outlook (see the following example):



Type group in the To... field

To...

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



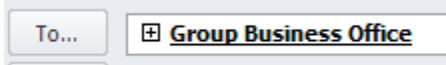
Next click on the Check Names Icon

Highlight desired group

Click on OK

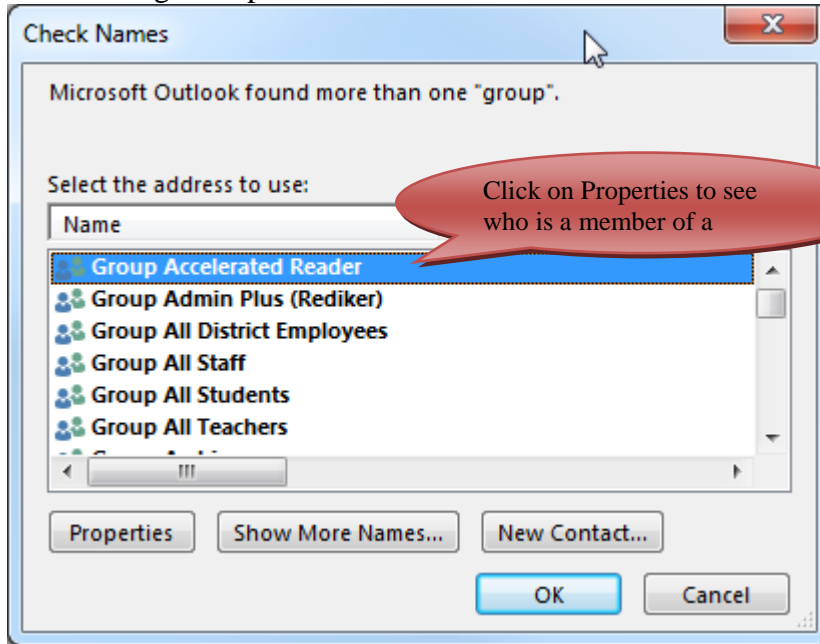
You will now see all of the SASD Email groups – for example: the Group Business Office group would be used to send an email to the entire school district.

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

