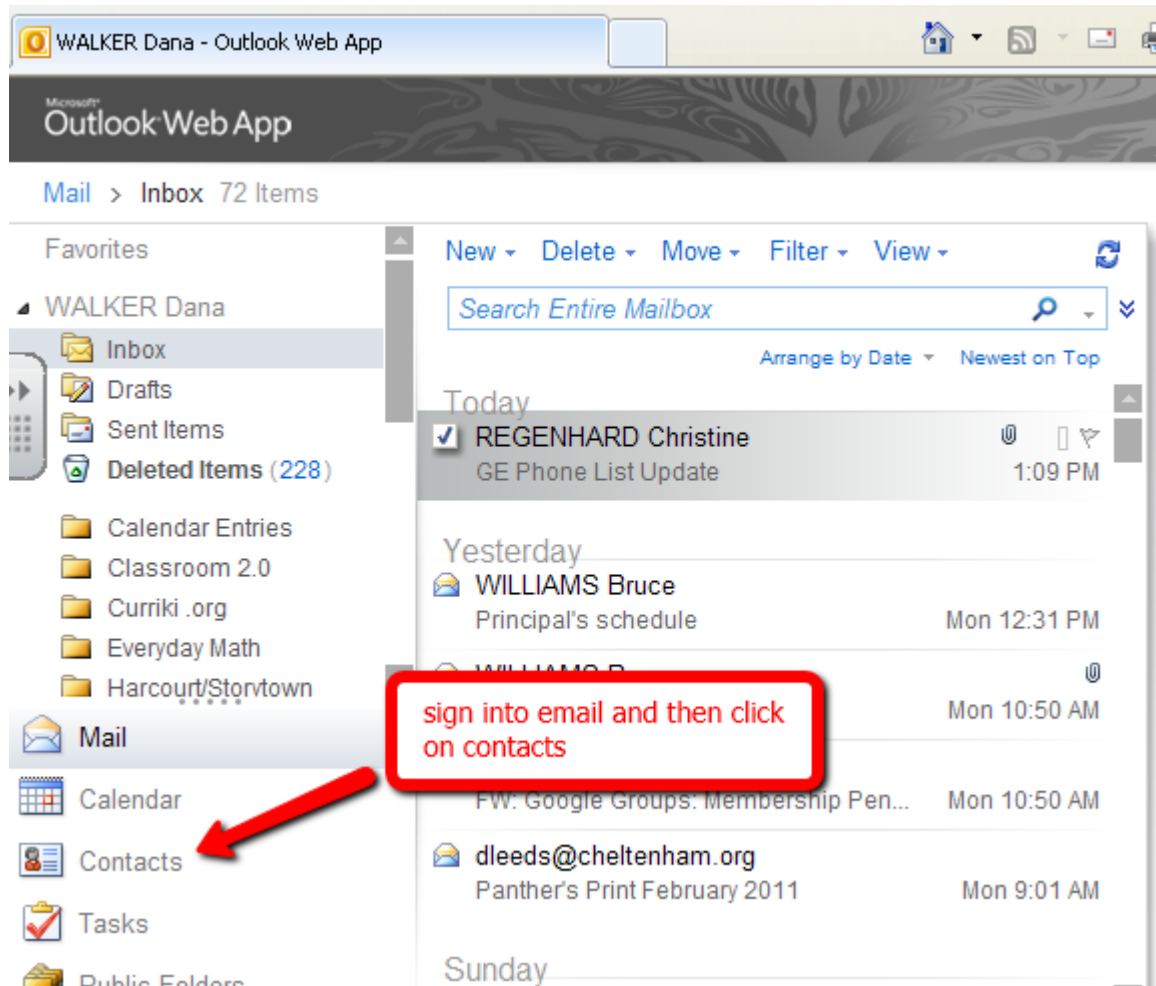


Do you frequently have a need to send the same information to many different people? Would you like to be able to send the same email to multiple people without the recipients being able to see each other? If so then you may want to consider using email distribution lists. The information below will outline the necessary steps to set a distribution list up using Cheltenham's email system. You will also learn how to use the blind cc option if you need to keep your members confidential.

**Step 1:** Open an Internet Explorer browser window and sign in to your email account. Click contacts.



**Step 2:** Click on the arrow next to New and choose Group.

The screenshot displays the Microsoft Outlook Web App interface. At the top, it says "Microsoft Outlook Web App". Below that, the breadcrumb "Contacts > 112 Items" is visible. On the left side, there is a navigation pane with "Show:" options: "All", "People", and "Groups". Under "People", there are sub-options for "My Contacts" and "Contacts". At the bottom of the navigation pane, there are icons for "Mail", "Calendar", and "Contacts". The main content area shows a "New" dropdown menu with a red arrow pointing to it. The dropdown menu is open, showing a search bar with "Search Contacts" and a list of email addresses: "bwilliams@cheltenham.org", "bserdikoff@cheltenham.org", "btea@cheltenham.org", and "cformento@cheltenham.org". A red box highlights the "New" dropdown menu with the text "click on the arrow next to New and then choose Group".

**Step 3:** You will then see the Group dialog box. Follow the steps below.

The screenshot shows a web browser window titled "Untitled Group - Windows Internet Explorer provided by Cheltenham School District". The address bar contains the URL: <https://mail.cheltenham.org/owa/?ae=Item&a=New&t=IPM.DistList&fId=LgAAAABzP8HCzRhaR66OB29mRzG7AQBmhmGHZP6PR5ZK>. The page has a "Save and Close" button and a toolbar with icons for print, calendar, close, and search. The main content area is a form for creating a group. It includes a "Group Name" text box, a "Members..." button, and a table with columns "Name" and "E-Mail". The table is currently empty, with the text "There are no items to show in this view." below it. A "Remove from Group" link is visible at the bottom right of the table. Below the table is a "Notes" section with a text area. Two red callout boxes provide instructions: one points to the "Members..." button, and another points to the "Group Name" text box.

Save and Close

Group Name

Members...

Name E-Mail

There are no items to show in this view.

Remove from Group

Notes

This is the group dialog box. This is where you will enter your group name and group members.

click on members and another window will open which will allow you to choose members from your contacts

**Step 4:** Now you will select the contacts that you want in your Group.

Address Book

- Default Global Address...
- All Rooms
- Show other address lists ▾

Contacts

- My Contacts
- Contacts

Members

Members ->

ABDULMAJID Dietra  
dabdulmajid@cheltenham.org

ABDUR RAHIM Arlita  
aabdurrahim@cheltenham.org

ABRAHAM-CUFF Nafhrah  
nabrahamcuff@cheltenham.org

**Achievement Gap**  
Group  
AchievementGap@cheltenham.org

ACKRIDGE Donna  
dackridge@cheltenham.org

ADAMS Bridget  
badams@cheltenham.org

**Admin Bldg - Office Personnel**  
Group  
AdminBldg-OfficePersonnel@cheltenham.org

**Admin Cabinet**  
Group

Availability Tue 2/8/2011  Show

Tuesday 2/8/2011				Wednesd	
9:00	10:00	11:00	12	9:00	10
PM					

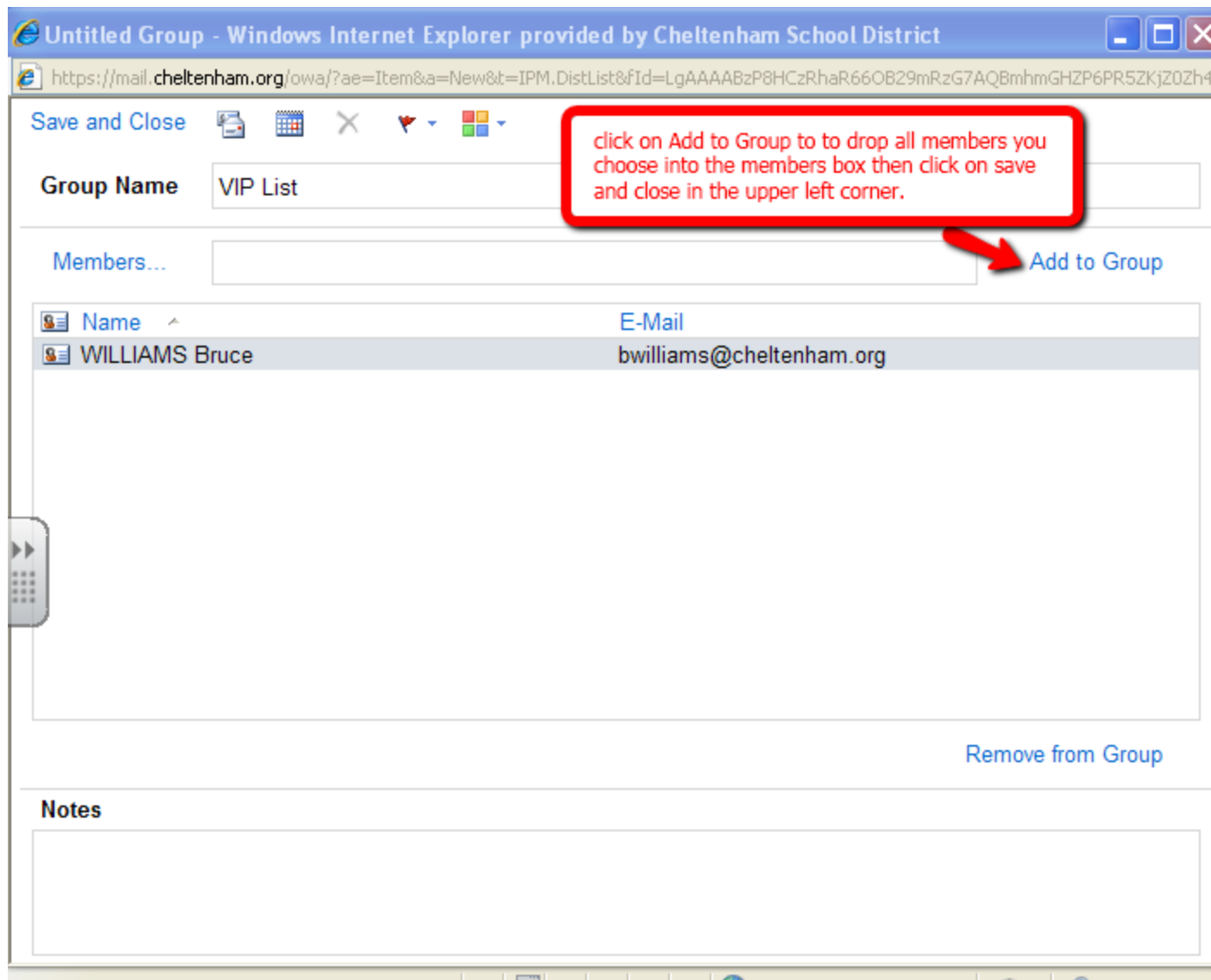
After you click on members, you will see this window. It will default to the global address book. Just click on contacts for your personal list. Remember that you will need to put the email addresses into your address book first in order to select them from here.

select your contact then click on members

click on OK last to return to the group dialog box.

OK

**Step 5:** Now you are back at the Group dialog box where you add the contacts you selected from your address book into the group.



Untitled Group - Windows Internet Explorer provided by Cheltenham School District

https://mail.cheltenham.org/owa/?ae=Item&a=New&t=IPM.DistList&fId=LgAAAABzP8HCzRhaR66OB29mRzG7AQBmhmGHZP6PR5ZKjZ0Zh4

Save and Close

Group Name: VIP List

Members... Add to Group

Name	E-Mail
WILLIAMS Bruce	bwilliams@cheltenham.org

Remove from Group

Notes

click on Add to Group to to drop all members you choose into the members box then click on save and close in the upper left corner.

**Step 6:** Your Group will now show up in your contacts. The group name now represents all of the members that you added.

The screenshot shows the Outlook Web App interface. The browser title is "WALKER Dana - Outlook Web App". The page header includes "Microsoft Outlook Web App", "sign out", and "WALKER Dana". The main navigation bar shows "Contacts > 113 Items" and "Find Someone" with "Options" and a help icon. The left sidebar has "Show:" options: "All", "People", and "Groups". Under "My Contacts", "Contacts" is selected. The main content area shows a list of contacts. The first contact is "Tischler, Susan" with email "stischler@cheltenham.org". The second contact is a group named "VIP List" with "Group" listed below it. A red arrow points to the word "Group". Below this, the contact "Wagner, Misty" is partially visible. A red-bordered box contains the text: "Now you will see you group name in your contacts folder. It will be in bold font and it will say Group below the name. The group name represents all the member which you have added to it." Below this, "Matthew.Walker@bnymellon.com" is visible. The third contact is "Ward, Helen" with email "hward@cheltenham.org". The fourth contact is also "Ward, Helen". The bottom of the sidebar shows icons for "Mail", "Calendar", "Contacts", "Tasks", and "People".

**Step 7:** Now you can compose your email.

Untitled Message - Windows Internet Explorer provided by Cheltenham School District

https://mail.cheltenham.org/owa/?ae=Item&a=New&t=IPM.Note&exdltdrft=1&id=RgAAAABzP8HCzRhaR66OB29mRzG7BwBmhmGHZP6F

Send Options... HTML

To... [VIP List](#)

Cc...

Subject:

Right click on the group name from your contacts and choose new message. This will bring you to the familiar email creation window. Compose your message and hit send.

Tahoma 10 **B** **I** U

*Dana M. Walker*  
Technology Support / Glenside Elementary

Sending to a Group as a Blind CC:

Untitled Message - Windows Internet Explorer provided by Cheltenham School District

https://mail.cheltenham.org/owa/?ae=Item&a=New&t=IPM.Note&cc=MTQuM54yNzAuM5xIbi1VUywxMSxIVE1MLDAsMA==&pspid=\_12972

Send [Icons] Options... HTML

To... [Red Arrow] [Red Box: To add the group as a blind CC, you will need to click on the To: which will bring up your contacts. This initial new message screen does not provide the Bcc option.]

Cc...

Subject:

Tahoma 10 B I U [Icons]

*Dana M. Walker*  
Technology Support / Glenside Elementary

Confidentiality Notice: This email transmission may contain confidential and legal privileged information that is intended for the individual named in the email address. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or reliance upon the contents of this email message is strictly prohibited. If you have received this email in error, please reply to the sender so that delivery can be arranged and please delete the message from your inbox

Done Internet 100% \*\*



Address Book -- Webpage Dialog

https://mail.cheltenham.org/owa/?ae=Dialog&t=AddressBook&a=PickRecipients

Address Book

- Default Global Addr...
- All Rooms

Contacts

- My Contacts
- Contacts**

Search Contacts

Arrange by File as A on top

Tischler, Susan  
stischler@chelt...ham.org

**VIP List**  
Group

Wagner, mwagn  
Wagner, mwagn

VIP List

Message recipients:

To ->

Cc ->

Bcc -> VIP List;

OK Cancel

https://mail.cheltenham.org/owa/?ae=Dialog&t=AddressBook&a=PickRecipients Internet

Choose contacts for your personal address book. Select your group name and then select Bcc. The Bcc recipients will only see themselves and not the other members in the group as long as you dropped the group name into Bcc. They will see all persons on the To: and Cc: