COLEGIO
MENOR

TechWize

¨It’s only doing what you asked it to¨ - Tom Dunlap

Tech Tip of the Week

Outlook Tip # 3

Volume 7, December 3, 2012

Emailing students with ease. Wouldn´t it be nice if you could email students quickly and easily...and not have a clogged inbox. In part 1 of this 2 part series I´ll discuss creating distributions lists for each of your classes so that emailing students becomes a breeze. Part 2, next week, will discuss how to manage all of those emails that you are getting from students.

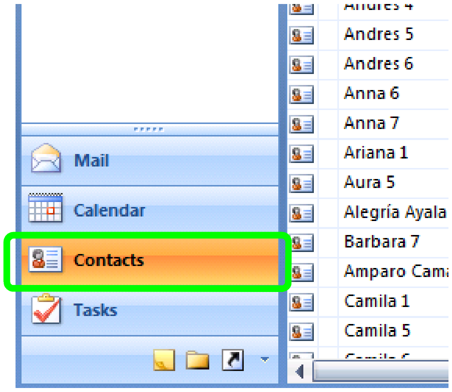
Questions or comments?

Email us at:

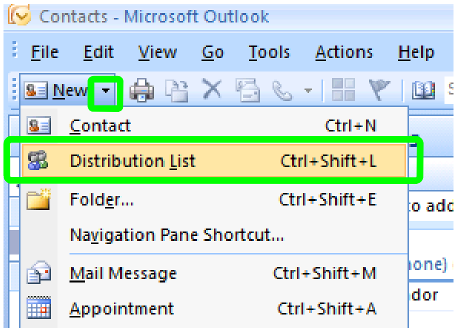
pdunlap@colegiomenor.edu.ec

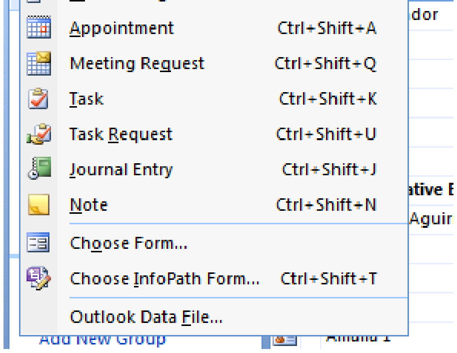
Powerschool allows you to email students and parents. If you are enjoying that, get on with your bad self. But if you like to be able to look back at sent emails and to have students reply to emails you send, then you need to use MS Outlook. This tutorial will take you through the process of setting up your own distribution lists (also known as ListServes) so that you can contact your students by class.

In MS Outlook, select the Contacts tab.

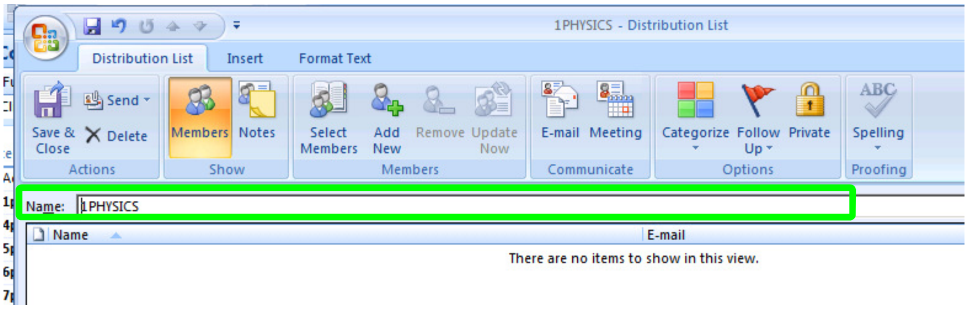

Mail
Calendar
Contacts
Tasks
Andres 5
Andres 6
Anna 6
Anna 7
Ariana 1
Aura 5
Alegría Ayala
Barbara 7
Amparo Cam
Camila 1
Camila 5

Now select the drop down menu under New. Select Distribution List.


Contacts - Microsoft Outlook
File
Edit
View
Go
Tools
Actions
Help
New
Contact Ctrl+N
Distribution List Ctrl+Shift+L
Folder... Ctrl+Shift+E
Navigation Pane Shortcut...
Mail Message Ctrl+Shift+M
Appointment Ctrl+Shift+A

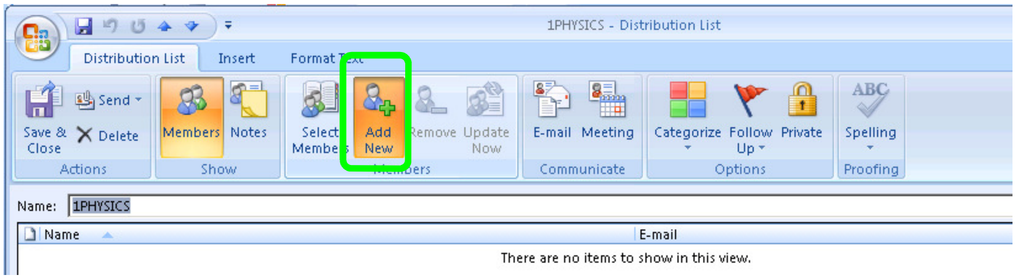

Appointment Ctrl+Shift+A
Meeting Request Ctrl+Shift+Q
Task Ctrl+Shift+K
Task Request Ctrl+Shift+U
Journal Entry Ctrl+Shift+J
Note Ctrl+Shift+N
Choose Form...
Choose InfoPath Form... Ctrl+Shift+T
Outlook Data File...
Add New Group

Name your Distribution List. *I recommend that you start the name with the number representing the class period. This will bring your lists to the top of your contacts list.*


1PHYSICS - Distribution List
Distribution List
Insert
Format Text
Save & Close
Send
Delete
Actions
Members
Notes
Show
Select Members
Add New
Remove
Update Now
Members
E-mail
Meeting
Communicate
Categorize
Follow Up
Private
Options
Spelling
Proofing
Name
E-mail
There are no items to show in this view.

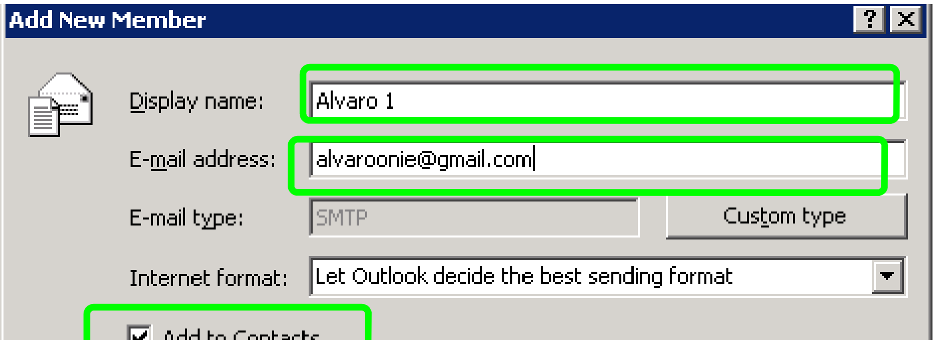
Name: 1PHYSICS

Now that your list is named, lets add the students.
Select Add New.

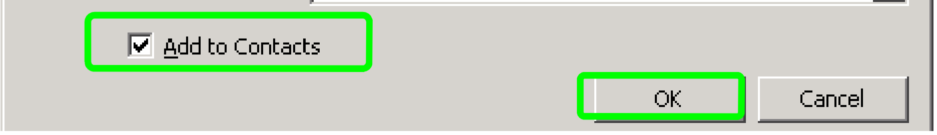

1PHYSICS - Distribution List
Distribution List
Insert
Format Text
Save & Close
Send
Delete
Actions
Members
Notes
Show
Select Members
Add New
Remove
Update Now
Members
E-mail
Meeting
Communicate
Categorize
Follow Up
Private
Options
Spelling
Proofing
Name
E-mail
There are no items to show in this view.

Name: 1PHYSICS

Insert Student´s name and email address. Make sure to check the Add to Contacts box.
Select OK.
Adding the period number to the end of the display name will help you keep track of which student is which if you have several students with the same name.

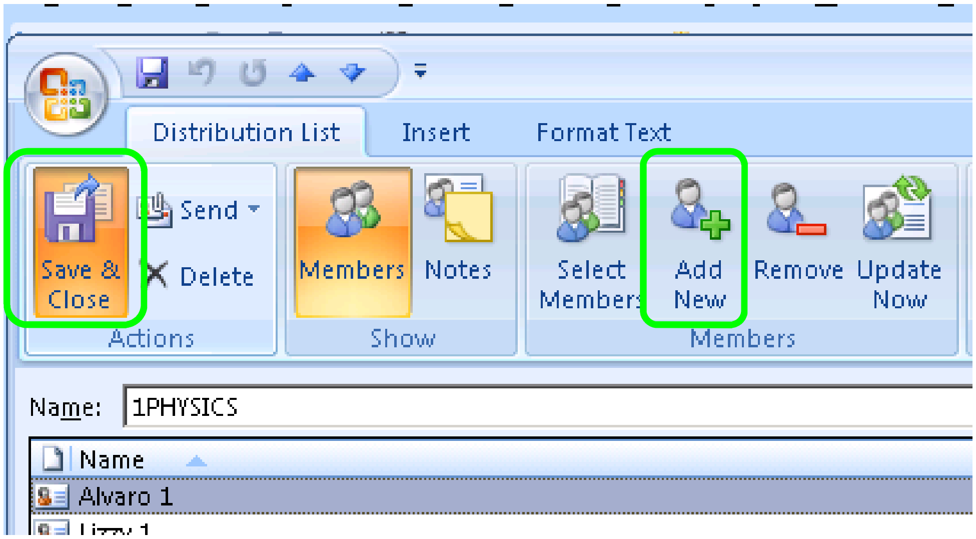

Add New Member
?
Custom type

Display name: Alvaro 1
E-mail address: alvaroonie@gmail.com
E-mail type: SMTP
Internet format: Let Outlook decide the best sending format
☑ Add to Contacts


☑ Add to Contacts
OK
Cancel

Select Add New again and complete the Add New Member Form again and again until all of your students in that class are listed.

Select Save and Close

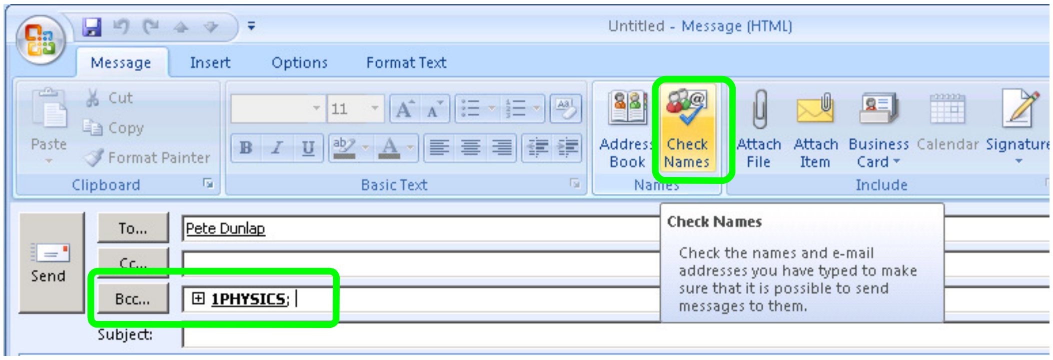

Distribution List
Insert
Format Text
Save & Close
Send
Delete
Actions
Members
Notes
Show
Select Members
Add New
Remove
Update Now
Members
Name

Name: 1PHYSICS

Alvaro 1

Lizzy 1

Now the next time you want to send an email, just send the email to the name of your list. I recommend creating a distribution list for each of you classes.
The first time you type your list name you may need to select Check Names after typing the name.


Untitled - Message (HTML)
Message
Insert
Options
Format Text
Paste
Cut
Copy
Format Painter
Clipboard
11
Basic Text
Address Book
Check Names
Names
Attach File
Attach Item
Business Card
Calendar
Signature
Include
Send
To...
Cc...
Bcc...
Subject:

To... Pete Dunlap

Bcc... ⊞ 1PHYSICS;

Check Names

Check the names and e-mail addresses you have typed to make sure that it is possible to send messages to them.

Note: It is best practice to email groups using the BCC rather than the TO or CC. This prevents your students from getting other students´ email addresses without permission. (If you do not see BCC as an option: Select Options Tab, Fields, Show BCC)

Show BCC)

TECH PRIZES! The first three people to reply to this email with screen grabs of their class distribution lists will win a dip in the prize sack!

Happy Trails!
-TechWize

PS If you are consistantly confused by a tech problem email me your issue and it may be selected to be next week’s Tech Tip!