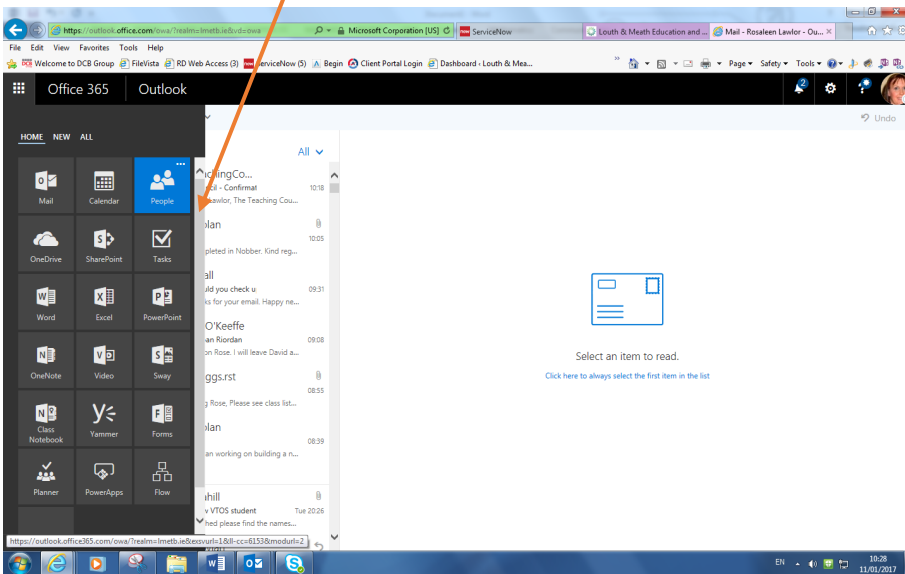


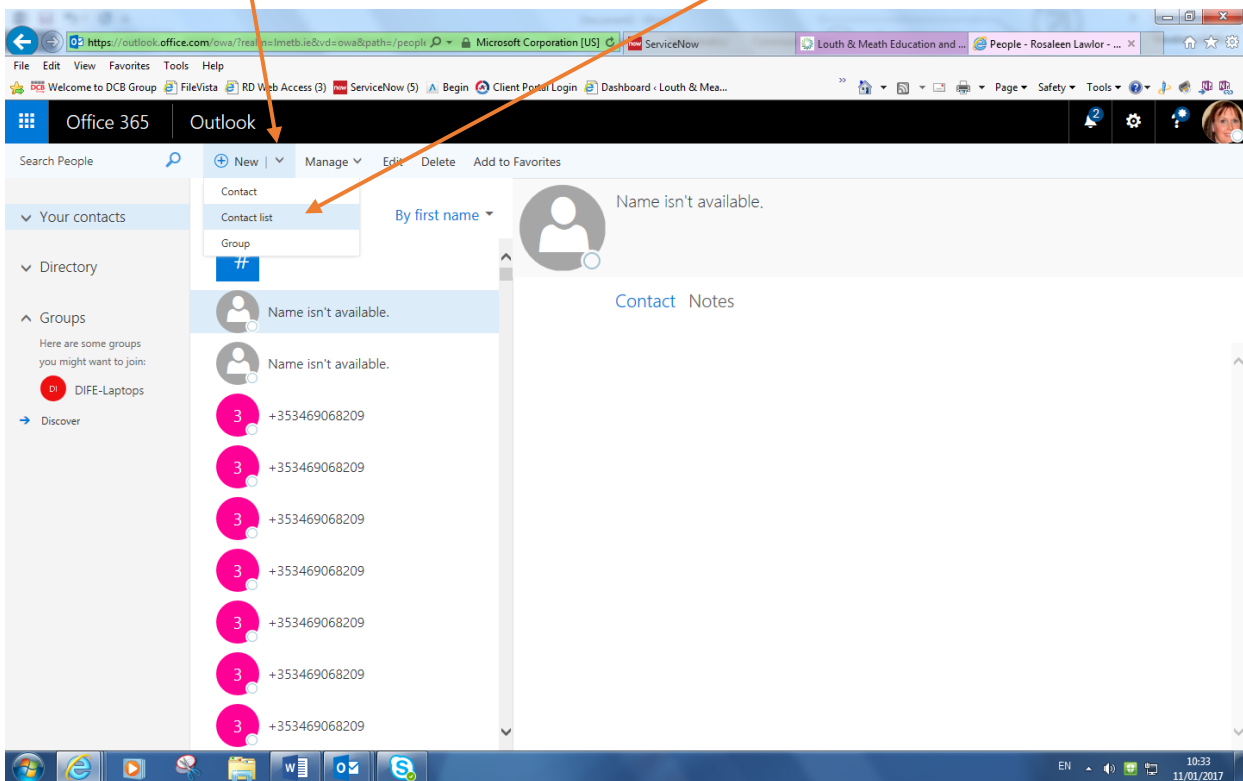
1. Log into your email from the link on the school website.
2. Select the Blue box on the LHS



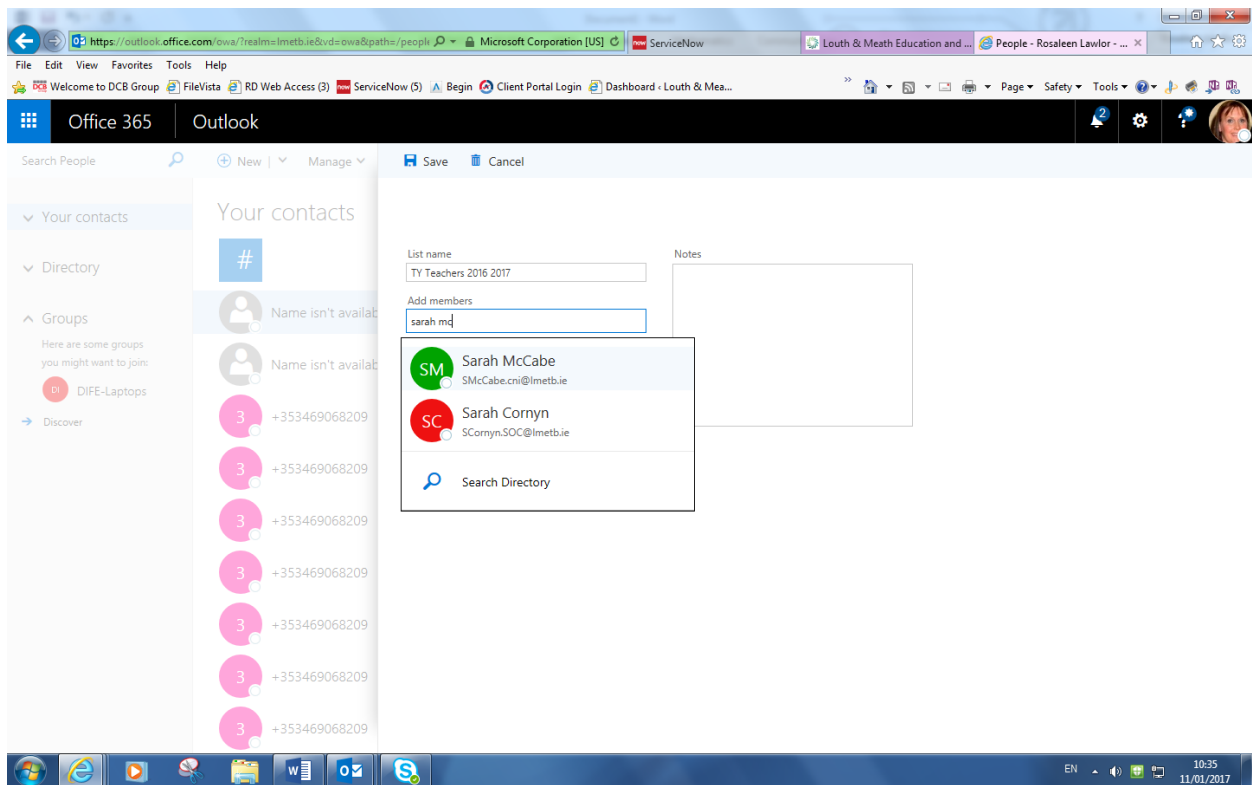
3. Choose the "People" function tile



4. Select the small v to the right of "+ New", and then choose "Contact List"

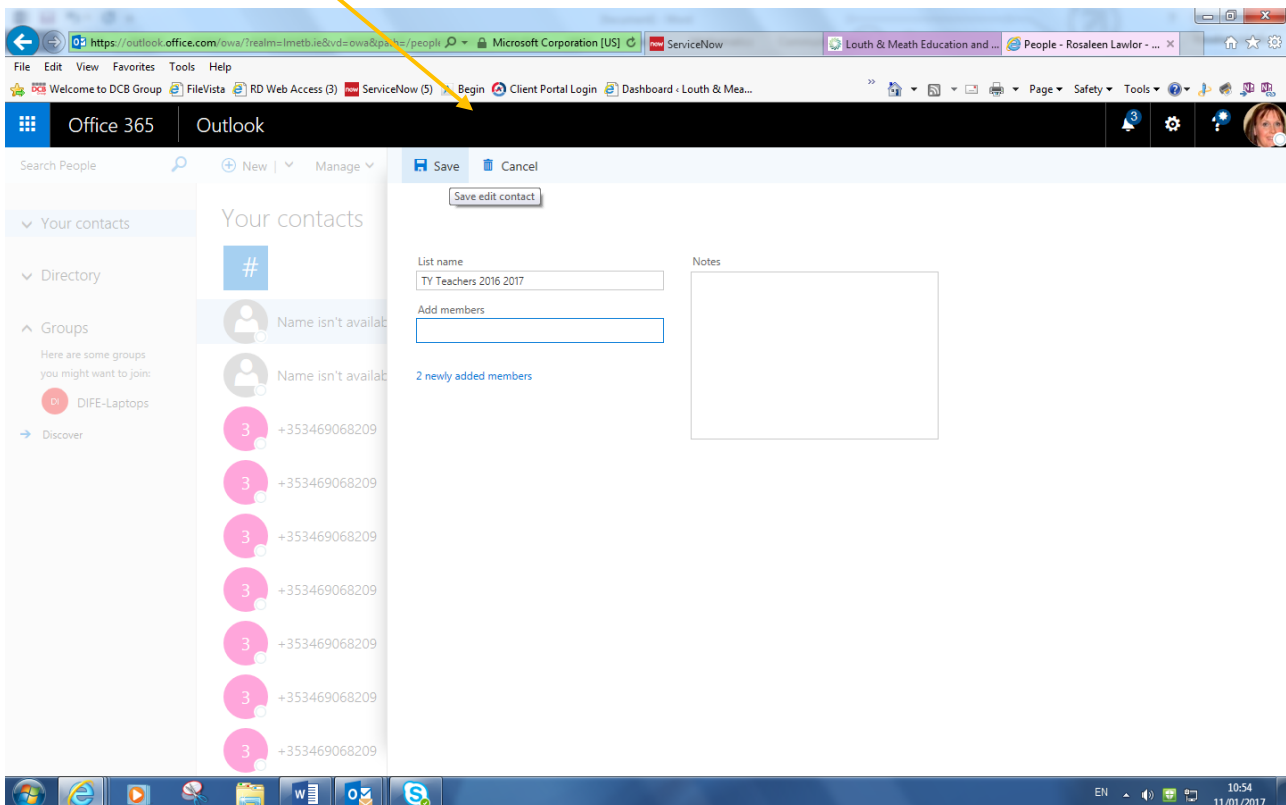


- Give the List a name – e.g. *TY Teachers 2016 2017*” and then start adding members by typing in the names in the “Add Members” box. As the directory identifies who you want in the list, click on them to add them – as below.

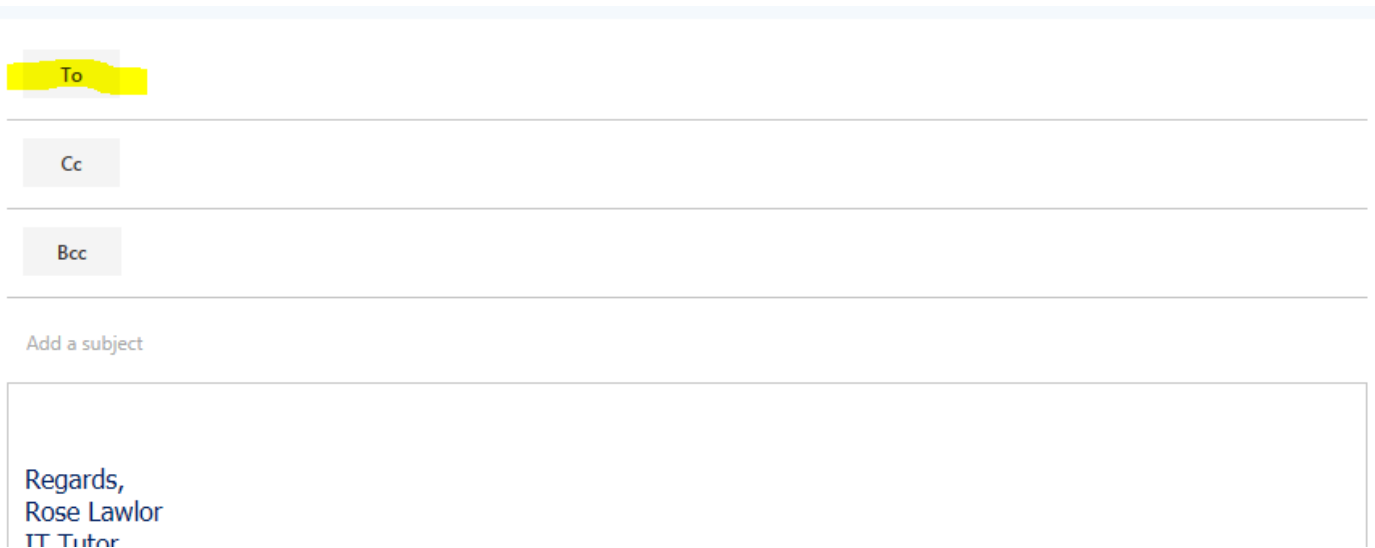



- Click on **Save** when you have all your members added

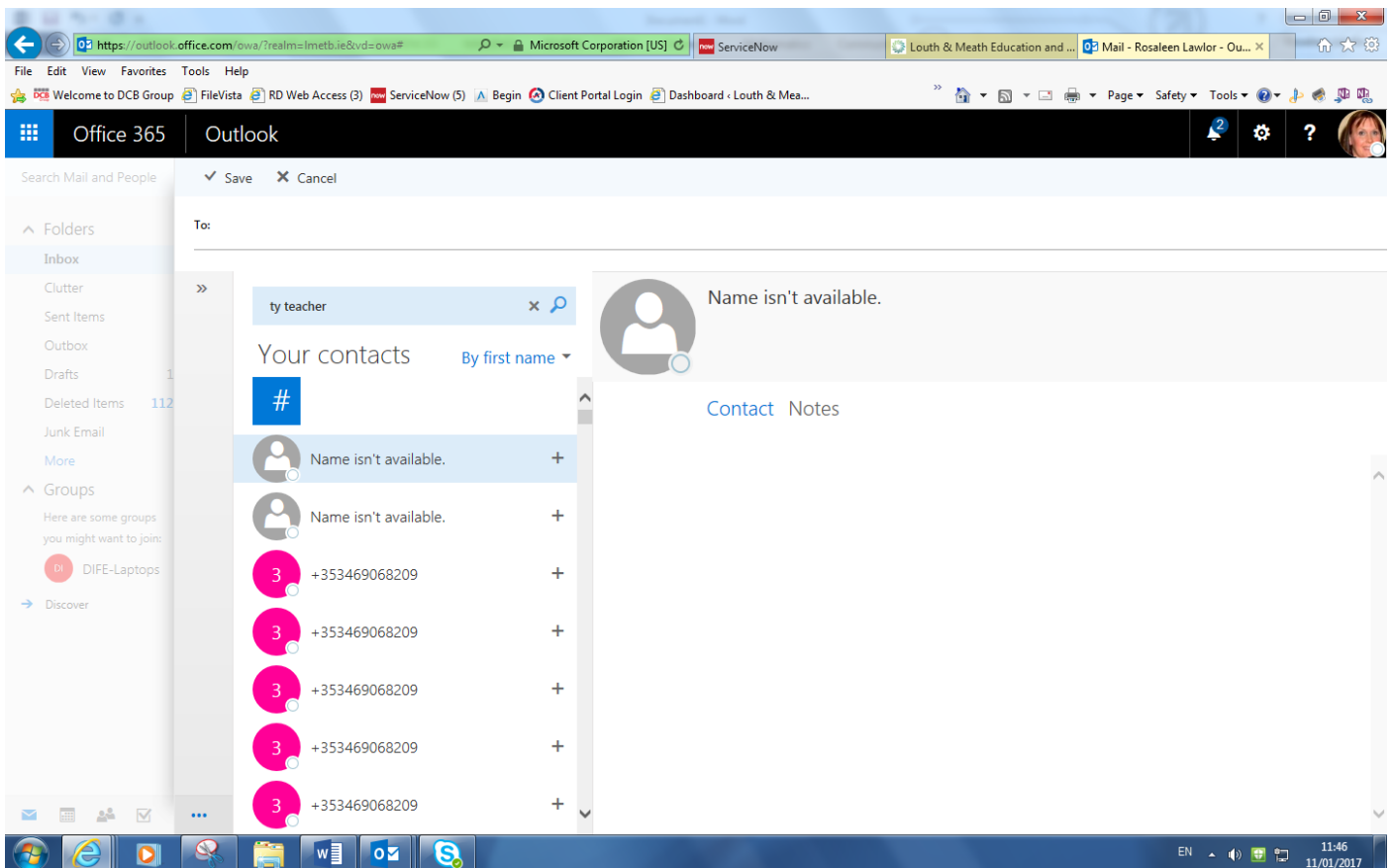
To use the list...



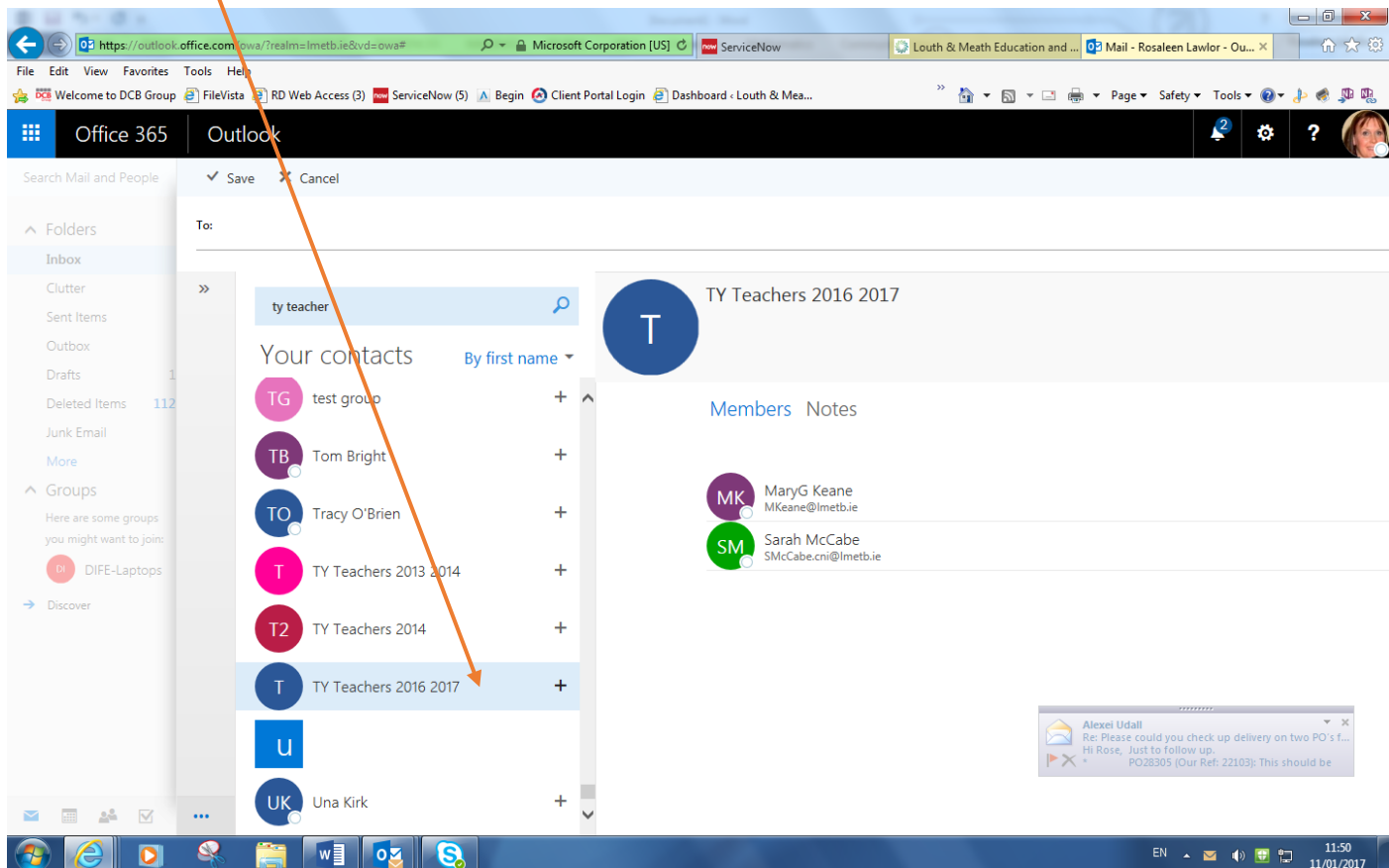
1. Open up a new window to send an email – double click on “To”



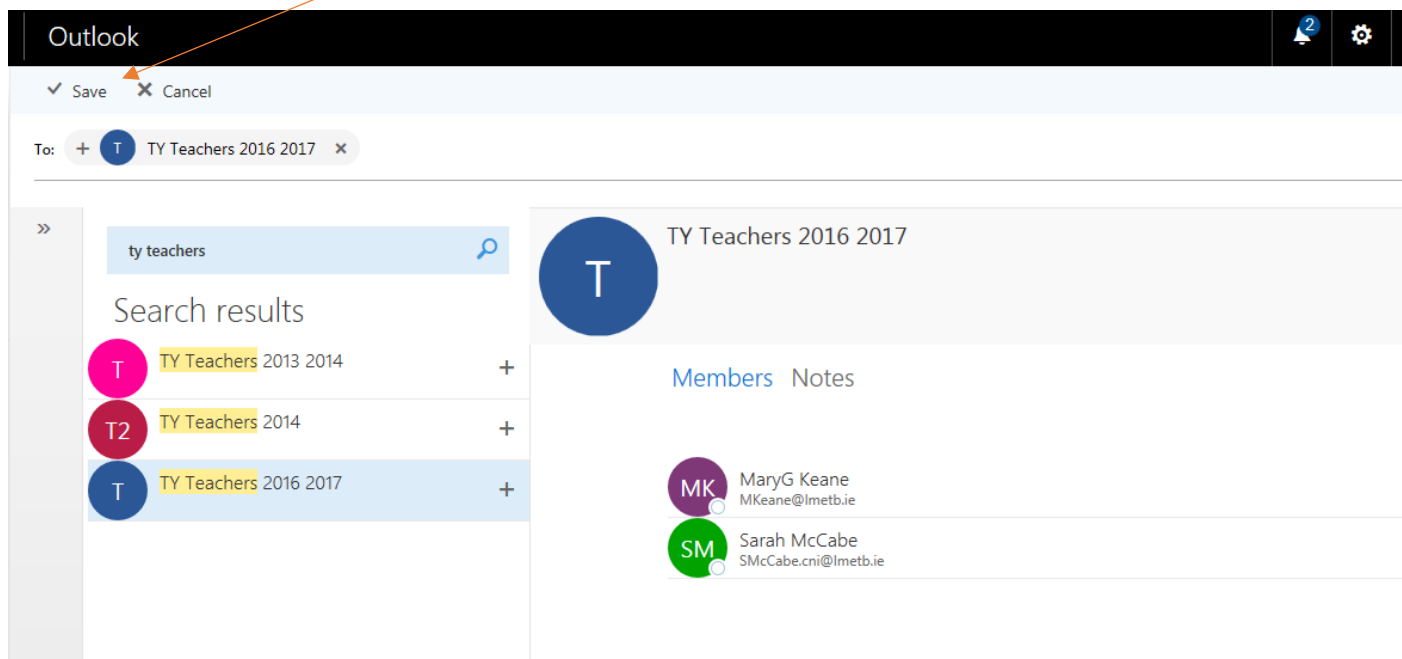
2. Either Scroll down to see your list of contacts or type in the name, click on  the search to find the

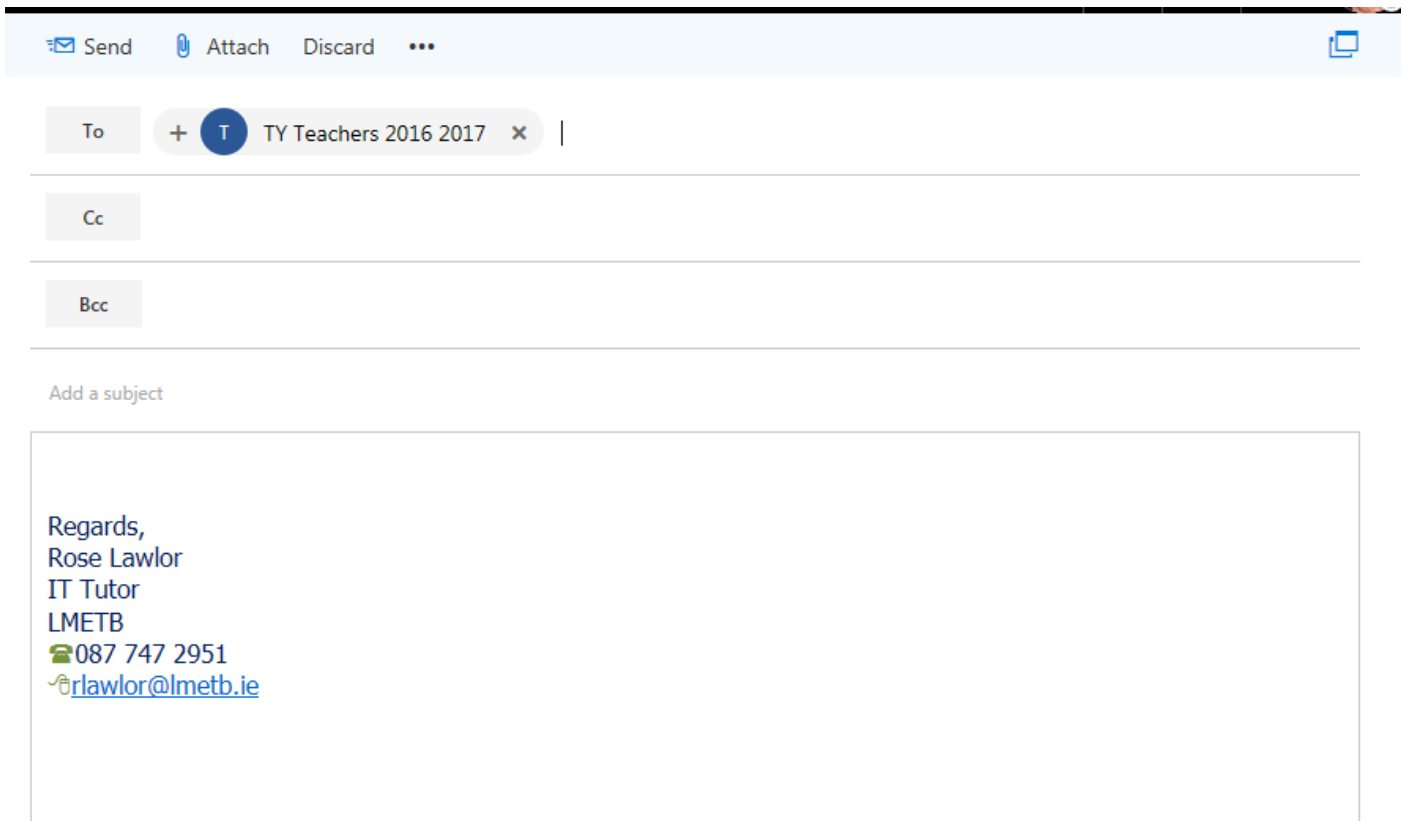


Then double click the group that you want to use,



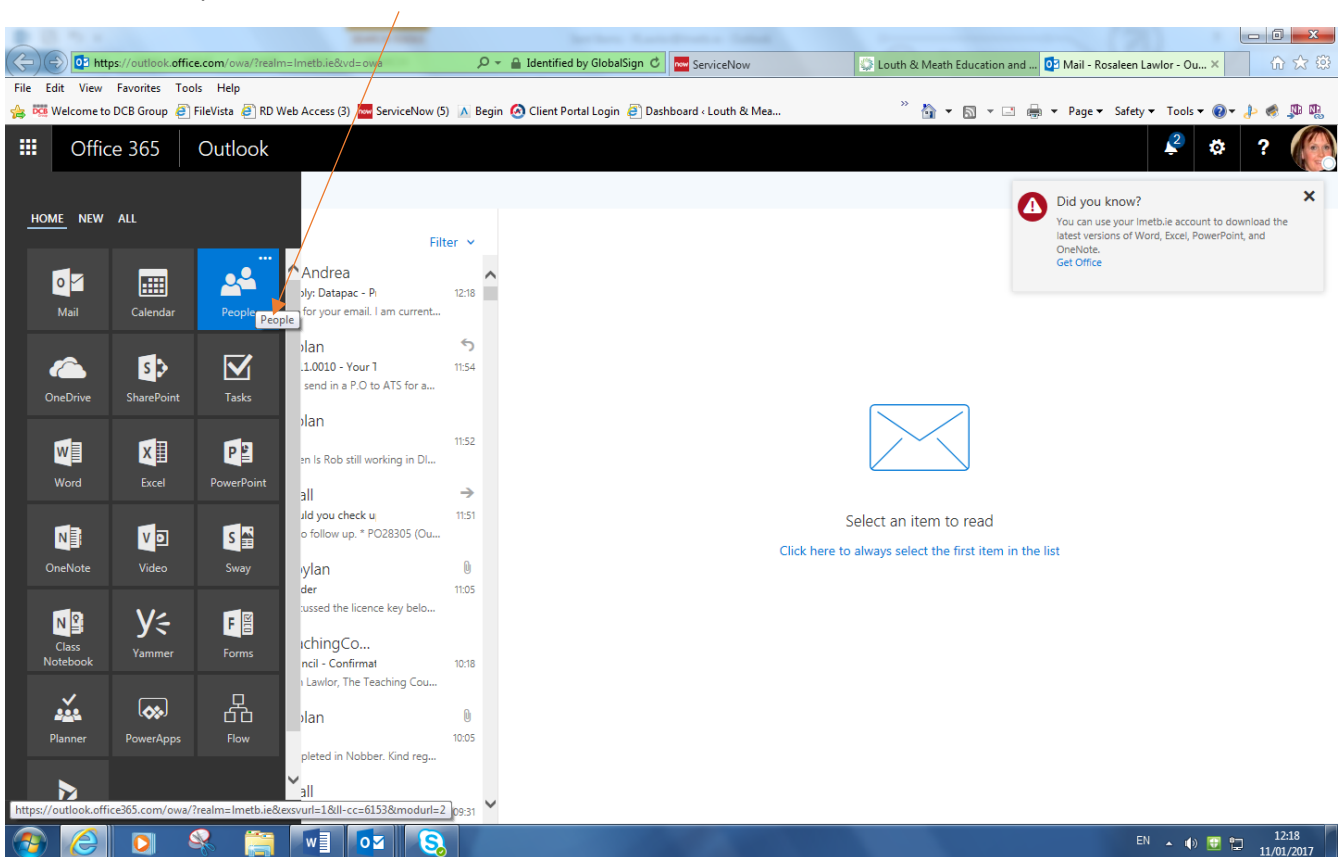
They appear in the To: line – select **Save** and you are good to go – as below



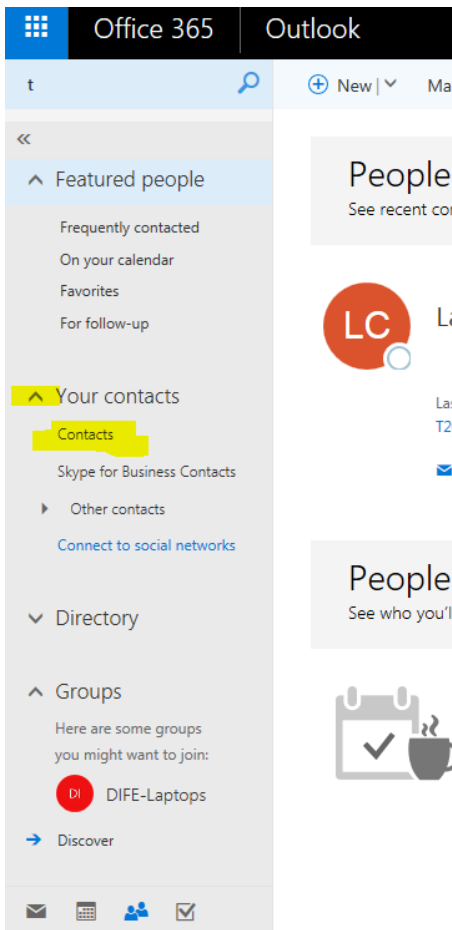


To edit the list – (add/remove people as required)

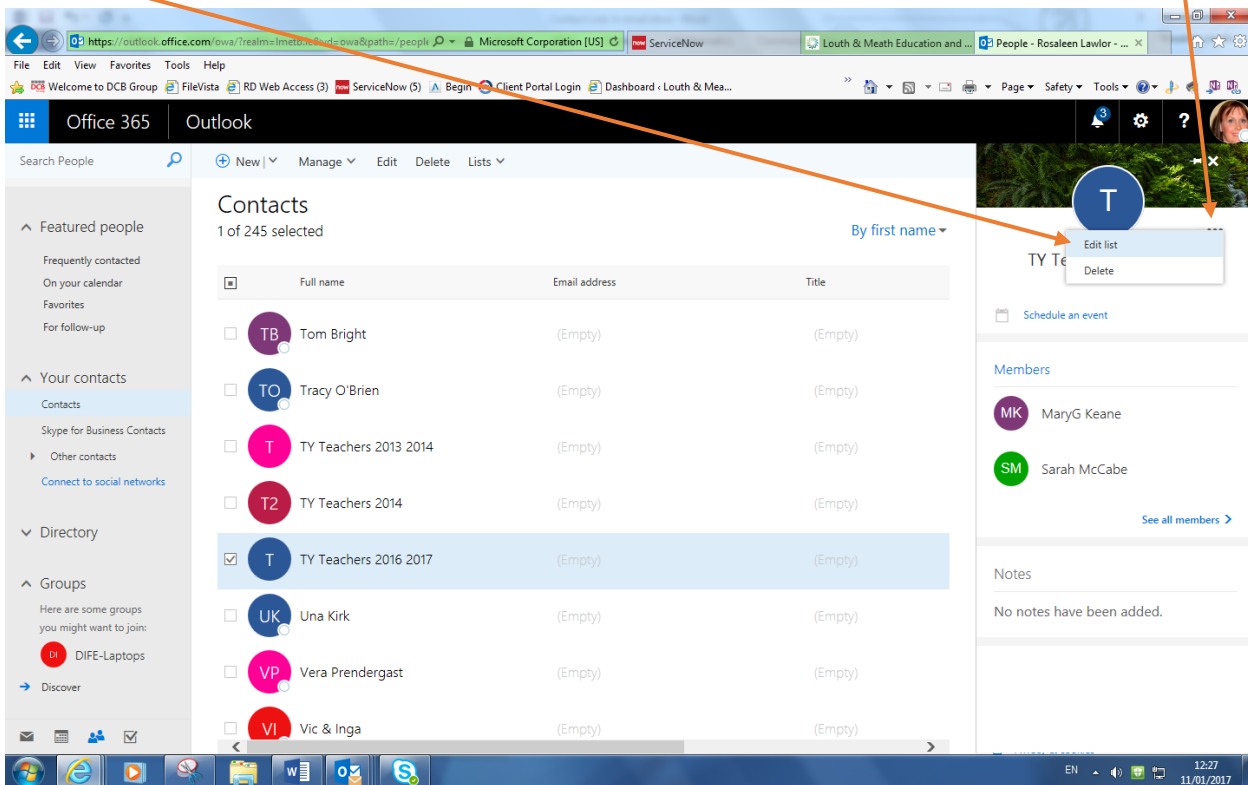
You look them up and select “Members”



If this view shows, open up “Contacts” as below and find the list



Find the List you wish to edit as below. Click it to select – then on the RHS – select the three dots ... and select “Edit List”



To delete someone from the list – click on the X as below

To **add** a new person to the list, follow the steps on page 2, point 5.

Select **Save** when done to save the changes to the list

