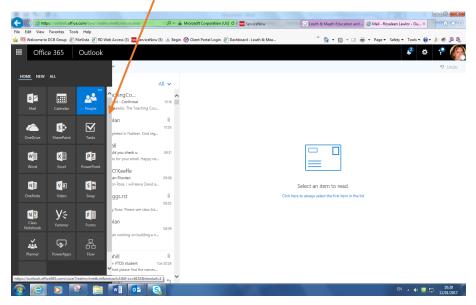
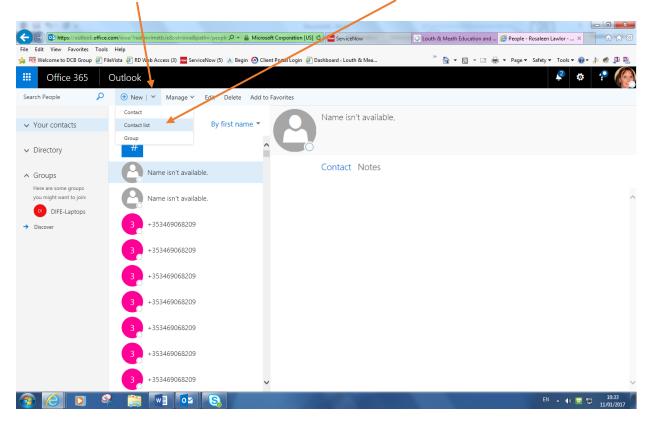
- 1. Log into your email from the link on the school website.
- 2. Select the Blue box on the LHS



3. Choose the "People" function tile



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



5. 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.

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→ Discover	+353469068209	Scornyn.SOC@Imetb.ie	
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6. Click on Save when you have all your members added

To use the list... + ttps://outlook.office.com ple 🔎 👻 🔒 Microsoft Corporation [US] 🕈 🚾 ServiceNow 😡 Louth & Meath Education and ... 🎯 People - Rosaleen Lawlor - ... 🗙 👘 🛣 🕄 Edit View Favorites Tools Help 🖕 👼 Welcome to DCB Group 🖉 FileVista 🗿 RD Web Access (3) 🔤 ServiceNow (5) 🛛 Begin 🙆 Client Portal Login 🗿 Dashboard ‹ Louth & Mea... » 🚡 🔹 🔂 👻 🖃 🖶 💌 Page 🕶 Safety 💌 Tools 💌 🕢 🧈 🐗 💭 🖏 2 🔅 ..... Office 365 Outlook 🕀 New | 🖌 🛛 Manage 🗸 🖬 Save 🗴 🗊 Cancel Save edit contact Notes List name TY Teachers 2016 2017 Add members 2 newly added members DIFE-Laptops → Discover EN 🔺 (1) 📴 🛱 10:54 O w

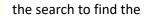
- 0 **- X** 

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

То		
Cc		
Всс		
Add a subject		
Regards, Rose Lawlor IT Tutor		

2. Either Scroll down to see your list of contacts <u>or</u> type in the name, click on the search to find the tame  $\cdot$ 



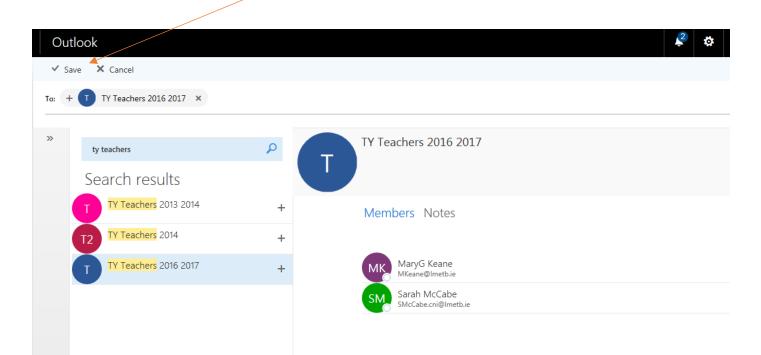
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## Then double click the group that you want to use,

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you might want to jo				SM Sarah McCabe SMcCabe.cni@Imetb.ie		
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→ Discover		TO TV Teachers 2014	+			
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		TY Teachers 2016 2017	+			
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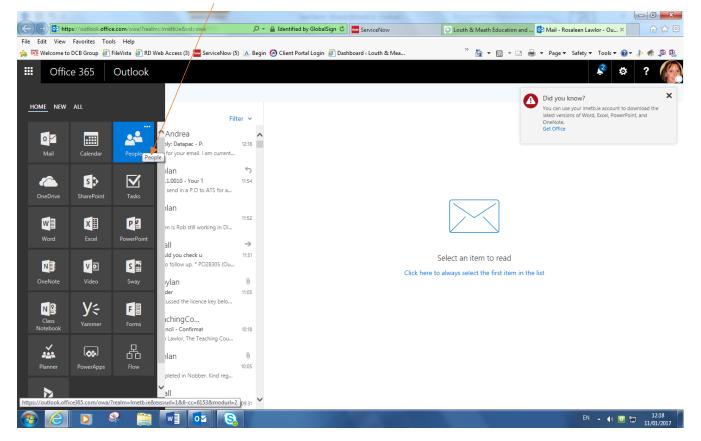
They appear in the To: line – select  $\ensuremath{\textbf{Save}}$  and you are good to go – as below



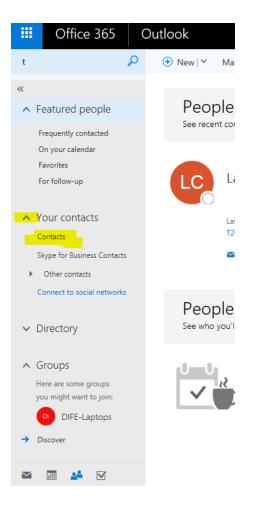
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To + T TY Teachers 2016 2017 ×	
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Всс	
Add a subject	
Regards, Rose Lawlor IT Tutor LMETB ☎087 747 2951 ~ <u>rlawlor@lmetb.ie</u>	

## 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"

Edit View Favorites Tools		Access (3) 🔤 ServiceNow (5) 🛕 Begin	Client Portal Login 🧃 Dashboard < Louth & Me	a 🦥 🕶 🖾 💌 🖬	💂 🔻 Page 🕶 Safety 🕶 Tools 🕶 🚷 🖛 🐥 🧔 💭
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Featured people	Conta 1 of 245 s			By first name ▼	Edit list
Frequently contacted On your calendar		Full name	Email address	Title	Delete
Favorites For follow-up	П	Tom Bright			Chedule an event
Your contacts Contacts		Tracy O'Brien			Members
Skype for Business Contacts Other contacts Connect to social networks		TY Teachers 2013 2014			SM Sarah McCabe
Directory	<b>T</b> 2	TY Teachers 2014			See all members
Groups		TY Teachers 2016 2017			Notes
Here are some groups you might want to join:		Una Kirk			No notes have been added.
DIFE-Laptops		Vera Prendergast			
■ 🎽 🗹		Vic & Inga			

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

