

How To Create A Mailing List Of Parents' E-Mail Addresses.

This is actually a two-part process. First, you need to add all of the parents into your personal address book and then you create a "Personal Distribution List" of all of those addresses.

To add e-mail addresses from outside DoDDS to your Personal Address book:

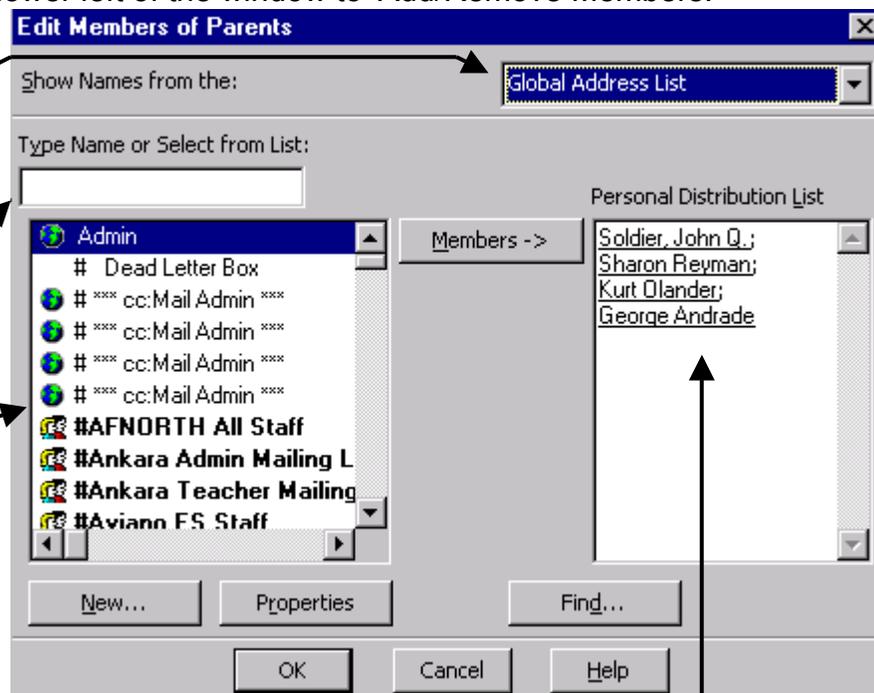
From main Inbox view, do the following:

1. Click on the 'Tools' menu item
2. Select 'Address Book.' This will bring up the address book in a pop-up window. (You could also just click on the address book icon  in the toolbar).
3. Click on the icon in the upper left that looks like a blank flip-file card . This will create a 'New Entry.'
4. Select "Internet Address" and click the "Okay" button.
5. Enter the "Display Name" and "E-Mail Address" of the person you want to add. For instance, the display name is "Soldier, John Q." and the e-mail is jqsoldier@someunit.army.mil. I find it more helpful to enter the names "lastname, first". That way, they are alphabetized according to their last name. Press the Okay button.

To create a 'Personal Distribution List':

From main Inbox view, do the following:

1. Open the address book (see above)
2. Click on the icon in the upper left that looks like a blank flip-file card . This will create a 'New Entry.'
3. Select 'Personal Distribution List' and click 'Okay.'
4. Type in the name of the list you want to create. For instance, if the list will be of parents, you may want to enter 'Parents.'
5. Click on the button in lower left of the window to 'Add/Remove Members.'
6. If the people you want to add to the list are DoDDS teachers, they will be in the main directory for all DoDEA employees called the "Global Address List." Type in the last names, when you see that the correct person is highlighted in the list below, press the enter key. Notice that the name appears in the right side.

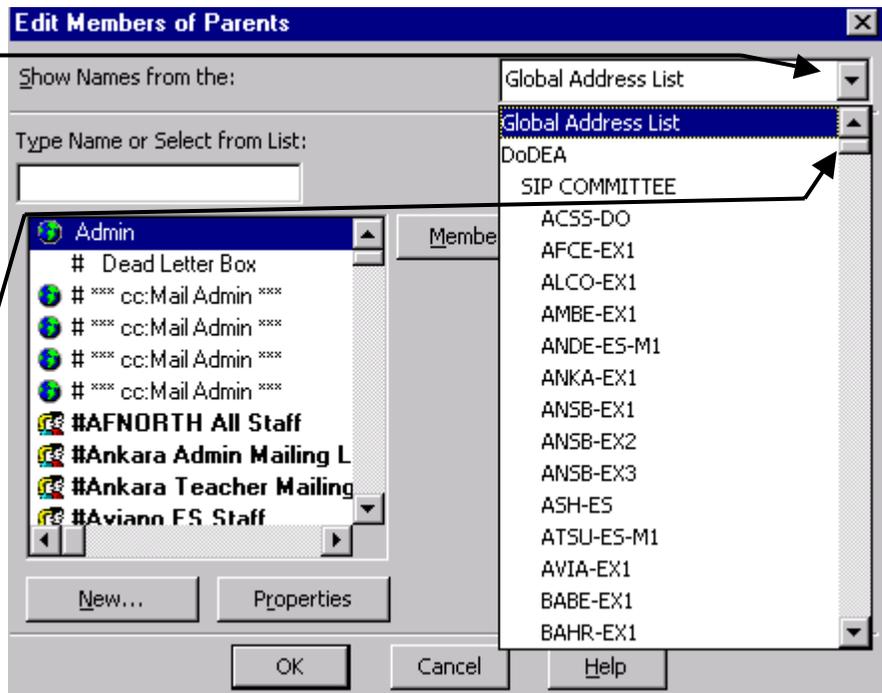


7. If they are **not** in DoDDS and you just added them to your personal address book, click on the down arrow in the drop-down box that currently shows names for the Global address list.

8. Click and hold on the small box and drag it all the way to the bottom, where you will see your personal address book.

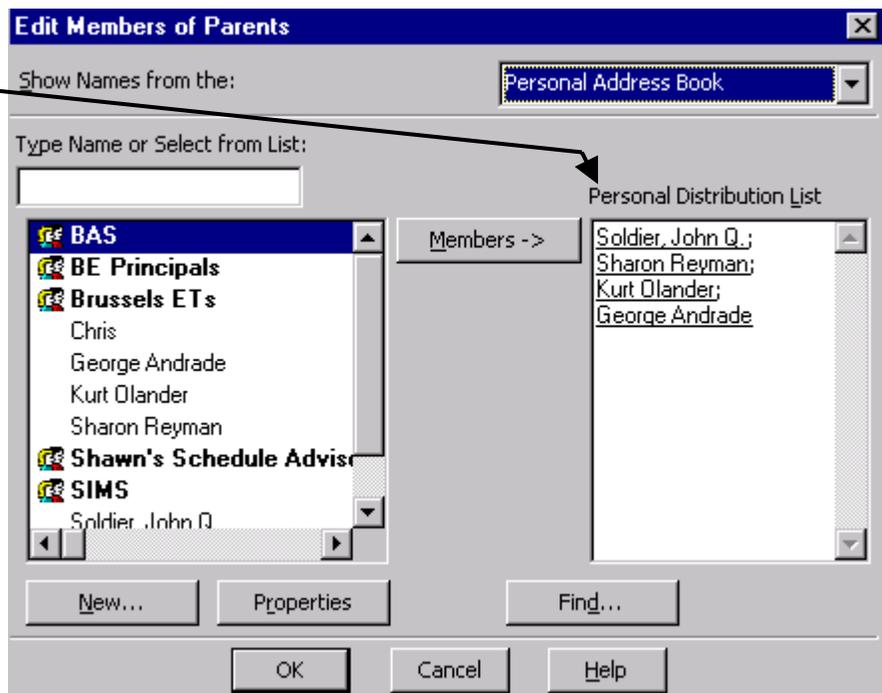
9. Select Personal Address Book

10. Just like in #6 above, type in the last names, when you see that the correct person is highlighted in the list below, press the enter key.



11. If you made a mistake, select the name on the right and press the delete key on the keyboard.

12. When you are done adding names, click on the 'Okay' button to create the list.



To Add/Remove names from an existing list:

From main Inbox view, do the following:

1. Follow steps 7-9 above to open your *Personal Address Book*.
2. Double click on the list you want to edit.
3. Select the names on the right and press delete on the keyboard.