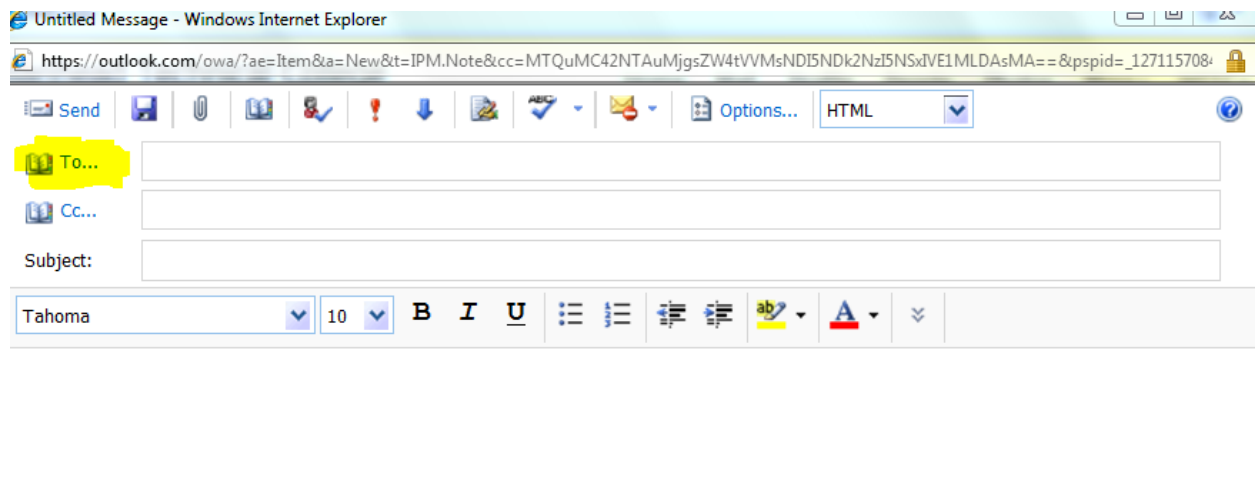


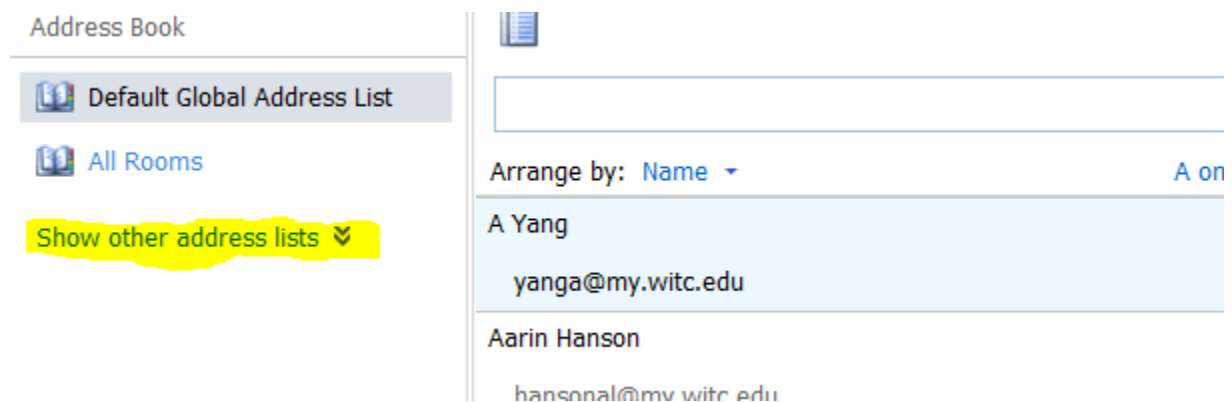
Addressing Email to WITC Instructors and Staff using Outlook Live

All WITC instructors and staff have been entered into Outlook Live. The entries reside in the external contact list. The instructions below describe how to find and address a email to a instructor or staff member.

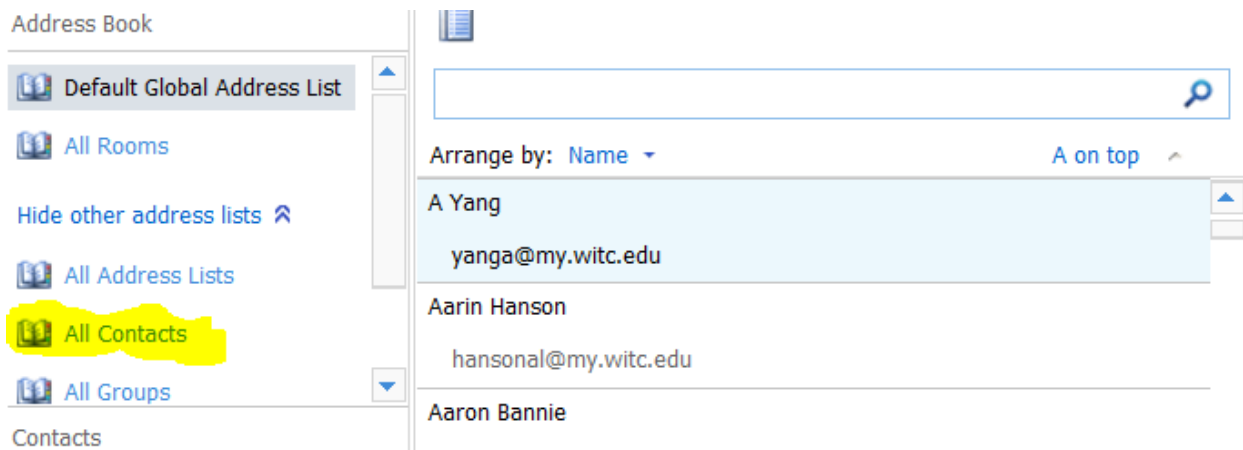
While accessing Outlook Live and creating a new email click on the TO:



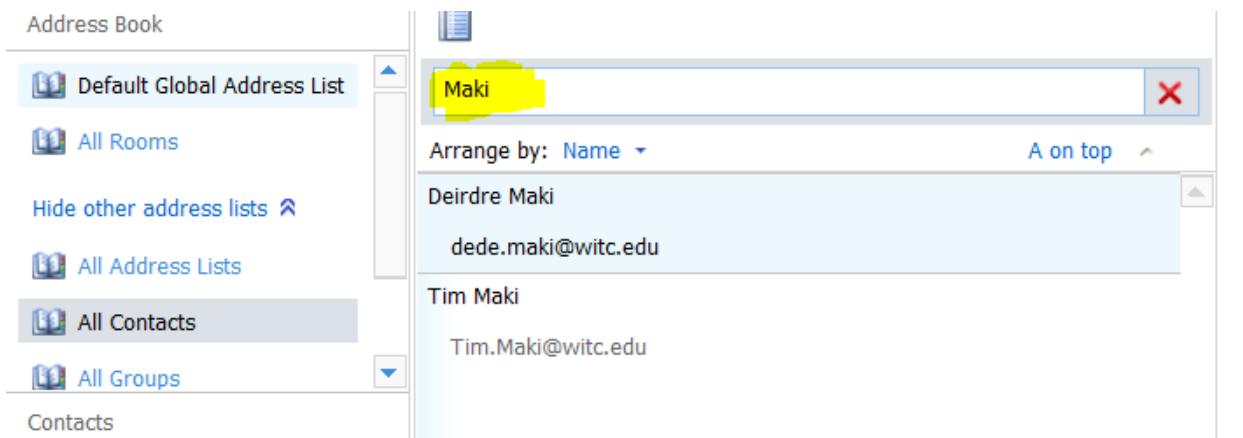
Click on the Show other address lists to display the contacts address list.



Click on the All Contacts list to display WITC instructors and staff



After selecting the All Contacts list you can search for any instructor or faculty member by placing their name in the search window. The names will be displayed after pressing the magnifying glass or pressing the enter key.



To select a address click on the address entry to select it. Then click on the TO: and the email address will be copied to the TO: field.

The screenshot shows an email client interface. On the left, there is an 'Address Book' pane with a list of address lists: 'Default Global Address List', 'All Rooms', 'Hide other address lists', 'All Address Lists', 'All Contacts' (highlighted), and 'All Groups'. Below this is a 'Contacts' pane with 'My Contacts' and 'Contacts'. The main pane shows a search for 'Maki' with results for 'Deirdre Maki' (dede.maki@witc.edu) and 'Tim Maki' (Tim.Maki@witc.edu). The 'Tim Maki' entry is highlighted in light blue, and its name and email address are also highlighted in yellow. At the bottom, the 'Message recipients:' field shows 'To ->' with 'Tim Maki;' entered, and 'Cc ->' is empty.

Address Book

- Default Global Address List
- All Rooms
- Hide other address lists
- All Address Lists
- All Contacts
- All Groups

Contacts

- My Contacts
 - Contacts

Maki

Arrange by: Name A on top

Deirdre Maki
dede.maki@witc.edu

Tim Maki
Tim.Maki@witc.edu

Message recipients:

To -> Tim Maki;

Cc ->

You can click on OK and you will be returned to the New Email Window will be displayed with the selected email address in the TO... field. After creating the email context you can press Send and your email will be delivered to the selected instructor or staff member.

