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