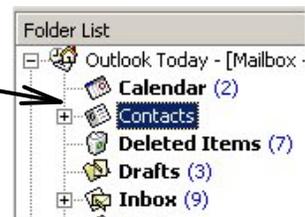


MS Outlook: Using Contacts to E-Mail Parents

Please remember that the e-mail addresses are what we have in Win School. **If you have a message returned because it is incorrect, you have to contact the parent to verify the address.** The ET and/or AT can do nothing about it. Once you've imported the parent e-mail addresses into your contacts, here's how to use them to send e-mail to parents.

1. Click on the *Contacts* folder on the left.



2. Locate the student whose parent you want to e-mail. If you click on ANY name in the window on the right and then type in the first few letters of the last name, it should jump to that name.

3. Right-click on the student you want to e-mail and select *New Message to Contact*. If you have created a *Personal Distribution List*, you could right-click on that to do the same thing. This will bring up the new message and put the parent's e-mail address in the *To:* field.

