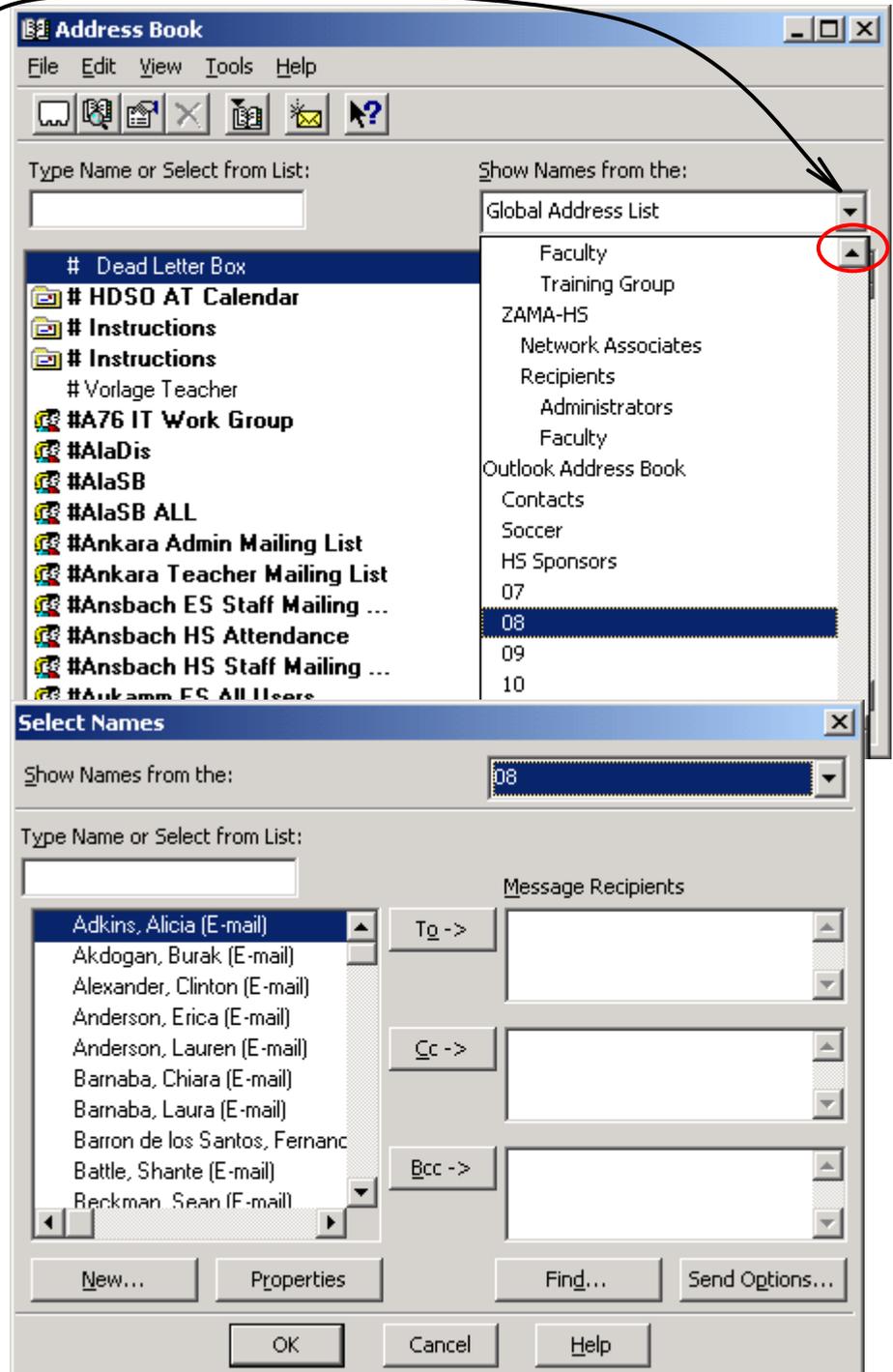


MS Outlook: Using Sponsor E-Mail

This assumes you have followed directions labeled: [MS Outlook: Setting Other Folders To Appear As An Outlook Address Book](http://www.techhelp.eu.odedodea.edu/ms_office/outlook_set_address_book.doc) (www.techhelp.eu.odedodea.edu/ms_office/outlook_set_address_book.doc) Please keep in mind that these addresses are only for those parents who have given them to the office. We cannot verify the validity of them. The Principals' secretary maintains these addresses and is the only one who can edit them. If you find a correction, please notify the main office immediately so they can change it.

1. Start a new message
2. Click on the To button, 
3. You should now see the Global Address List. Click on the down arrow for the Show Names from the: drop-down box
4. Scroll down until you see the folders for the grade level you need.
5. Select the grade level.
6. Select the names from the list and click on the To button. These are sorted by student name.
7. If you would like to find the name of the sponsor, select the student in question and click on the *Properties* button. It will give you the student full name and then the sponsor name immediately below it.
8. If names are alphabetized by first name, see the How-To labeled [MS Outlook: Setting Address Book to Alphabetize By Last Names](http://www.techhelp.eu.odedodea.edu/ms_office/outlook_list_by_last_name.doc).



(www.techhelp.eu.odedodea.edu/ms_office/outlook_list_by_last_name.doc)