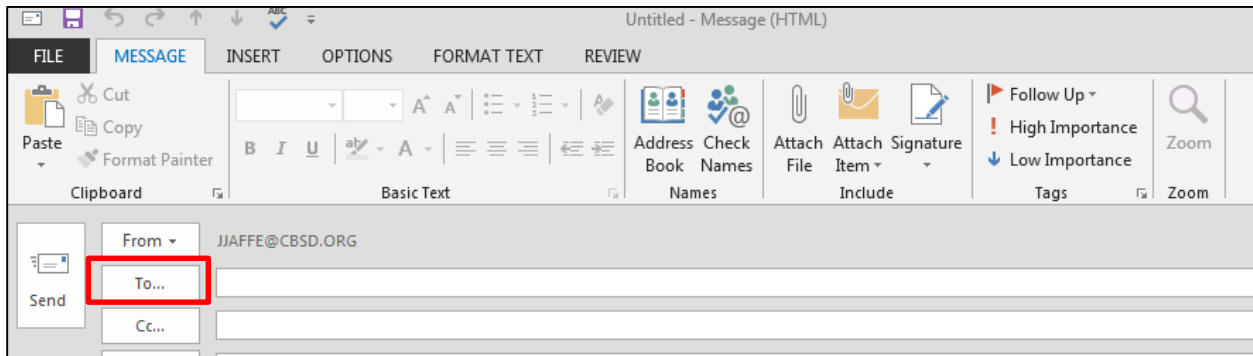


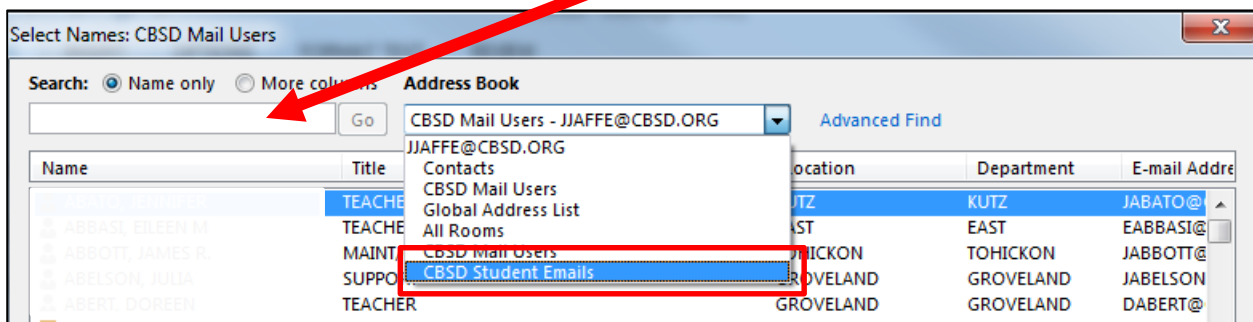


Emailing Students

1. Open Outlook and create a “New Email”.



2. Select the “To” button.
3. Change the Address Book to “CBSD Student Emails”.
4. Find the student you are searching for.



Notes:

1. You can learn how to create a Contact List here:
<http://www.screencast.com/t/ZVVEZTGIfW> (The video does not show “CBSD Student Emails” as the default as it was made prior to this change.)
2. You can export class lists from IC and paste the address into Outlook:
<http://www.screencast.com/t/uXtpFRBrDzP>

