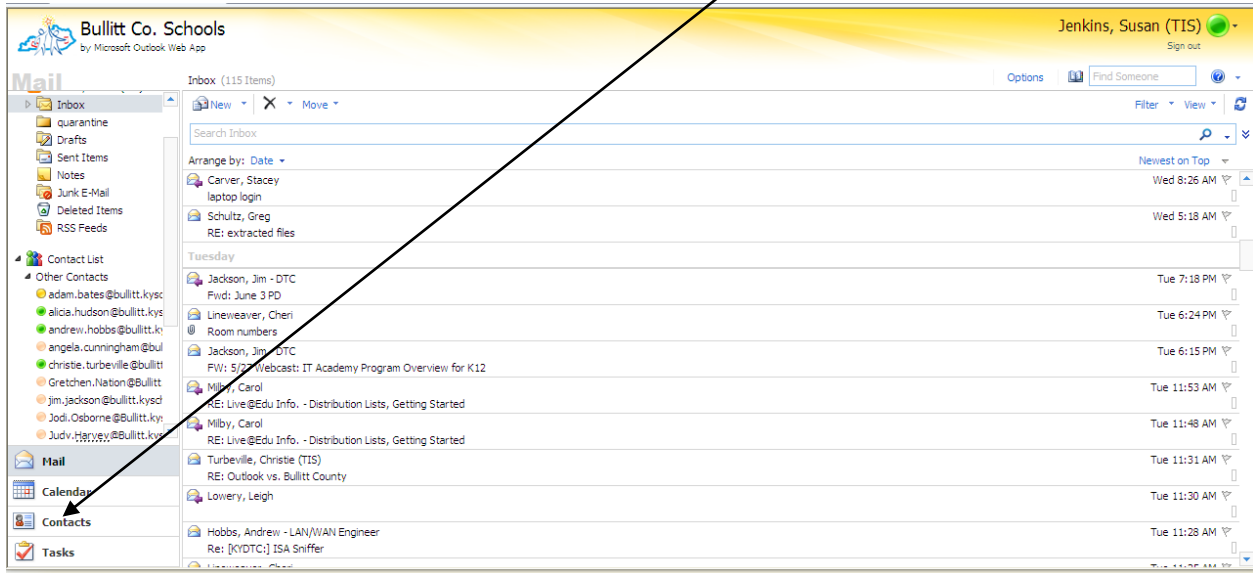


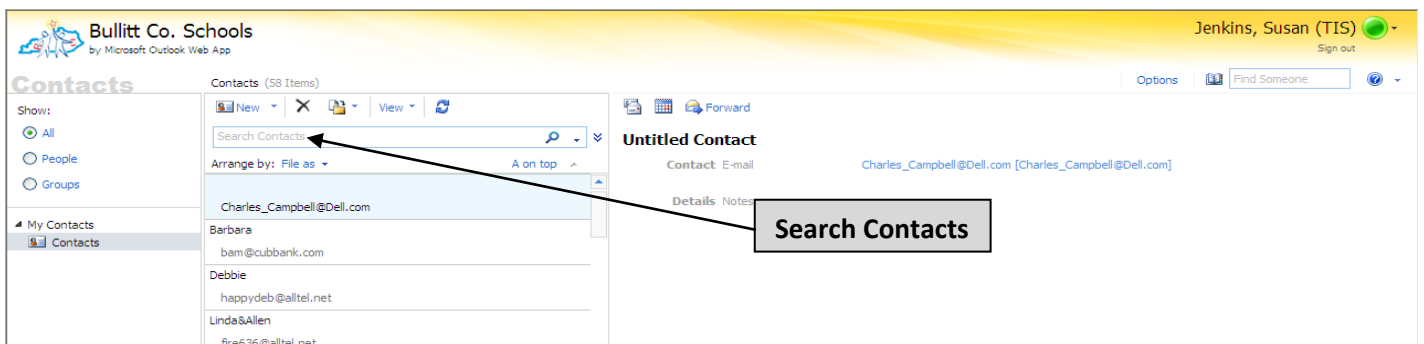
Creating Contacts & Groups – Live@Edu

NOTE: These directions refer to your PRIVATE Contact List. Any contact or group you add here will be for your personal use. Remember that District Distribution Lists are already created for district / building wide staff groups.

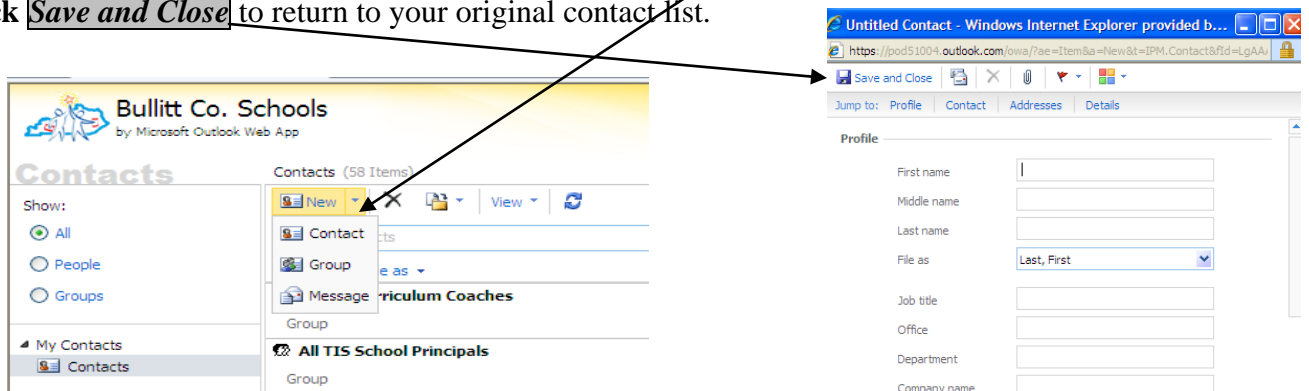
1. To access and create **CONTACTS** and **GROUPS**; click on **Contacts** on the bottom left.



2. You will get a **VIEW** of your **Contact List**. You can **SEARCH** your contacts by typing a name in the search box.

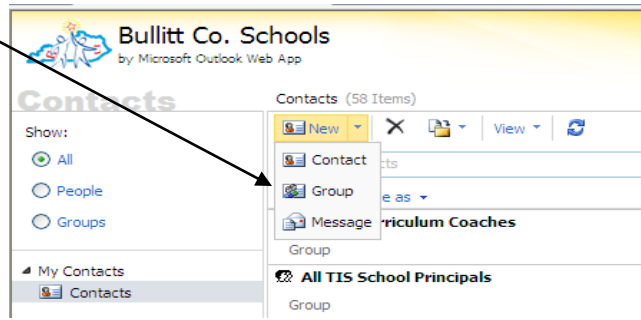


3. To **ADD a CONTACT member** to your Contact List, click on the **NEW** button and choose **Contact**. Fill in the information in the box (as little or as much as you have). After adding or removing contact information be sure to click **Save and Close** to return to your original contact list.

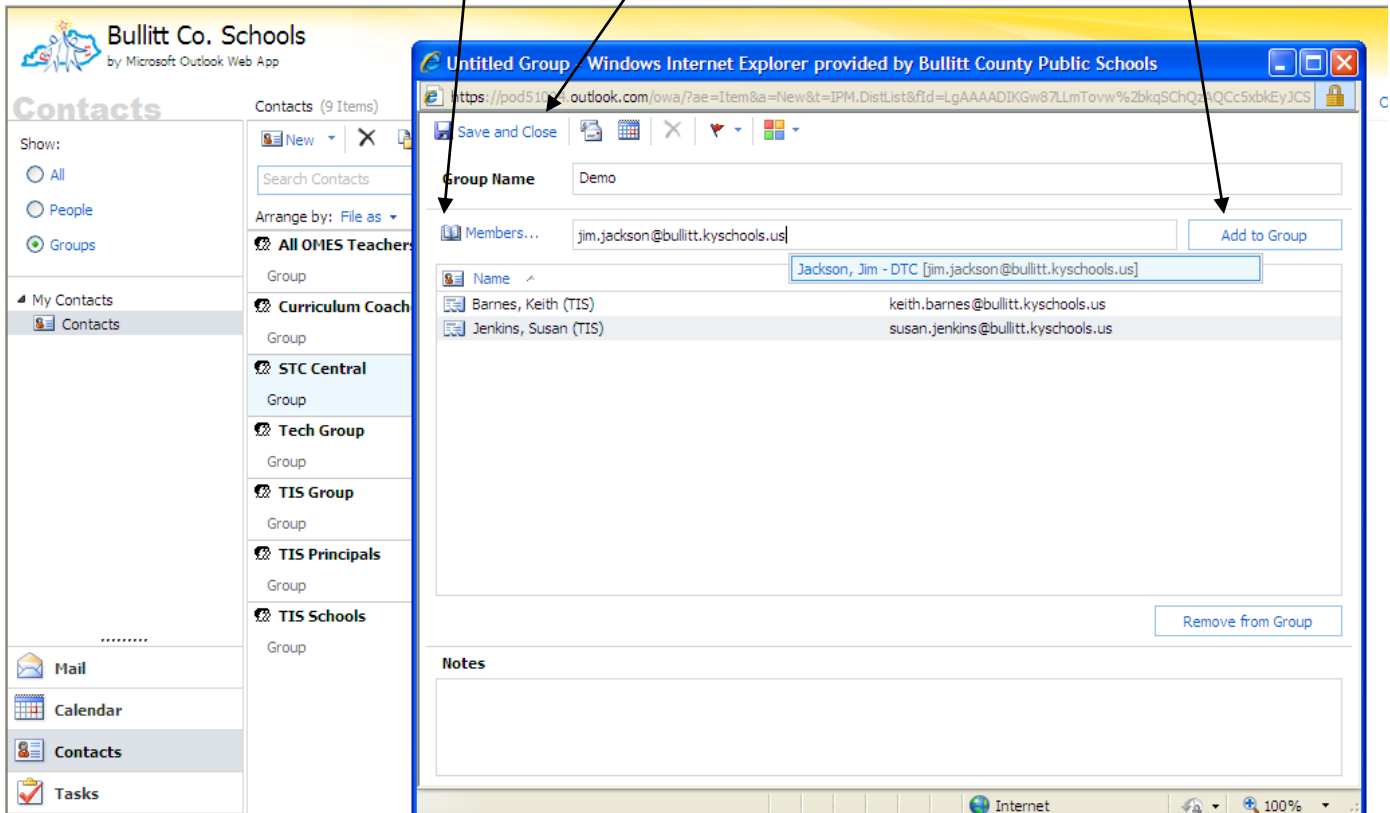


4. To create a **GROUP / PERSONAL "DISTRIBUTION LIST"** inside of your Contacts, click the *New* and choose *Group*.

To View your Contact List, you can View specific People by choosing People or Groups by Choosing Groups.



5. To **ADD CONTACT members to a GROUP** for easier distribution:
- Choose **GROUP** in the dropdown and then type in the GROUP NAME.
 - Under **MEMBERS**, type in the names/addresses of the members and click **ADD to GROUP** button or hit ENTER. *Note:* If you do not know a name spelling and/or need to locate a person in the Global List, you can click the Members (book) link to left of the Members...section.
 - Once the group is created, be sure to click on **Save and Close** to save your Group/Distribution List.
 - You can create multiple contact distribution lists as you need.
 - To **REMOVE a CONTACT** member from a Group – click the name of the member and click the **REMOVE from GROUP** button at the bottom.



6. After creating a **GROUP**, it will be listed in your contacts. You can click on the Group (it will highlight) and see the information in the Reading Pane to the Right (if your VIEW, Reading Pane Right is chosen).

The screenshot shows the Outlook 'Contacts' window. On the left, a list of groups is displayed, with 'STC Central' highlighted. On the right, the 'Reading Pane' shows the details for the 'STC Central' group, including a table of members. A callout box points to the member names in the table.

Name	E-mail
Densford, Jody - LMS/ST	jody.densford@bullitt.kyschools.us
Durham, Rose - LMS/ST	rose.durham@bullitt.kyschools.us
Henson, Jacqueline - ST	jacqueline.henson@bullitt.kyschools.us
Maddox, Amy - LMS/ST	amy.maddox@bullitt.kyschools.us
Renfrow, Candice - STC	candice.renfrow@bullitt.kyschools.us
Glover, Nicole - LMS/ST	nicole.glover@bullitt.kyschools.us
Spurling, Jessie - STC	jessie.spurling@bullitt.kyschools.us
Cravens, Tonya - STC	tonya.cravens@bullitt.kyschools.us

7. While in your Contacts List, you can also *Send the Group Contacts an Email*, *Send a Calendar Invitation*, or *Forward your Contact Group List* to others by clicking the Forward button (it emails as an attachment and can be saved by the mail recipient).

This screenshot is identical to the previous one, but includes two arrows pointing to the 'Forward' button in the top right corner of the contact details pane, indicating the action described in step 7.

NOTE: These directions refer to your PRIVATE Contact List. Any contact or group you add here will be for your personal use. Remember that District Distribution Lists are already created for district / building wide staff groups. **The GROUPS section in the OPTIONS menu is COMPLETELY different. Please DO NOT make GROUPS in the GROUPS section.**