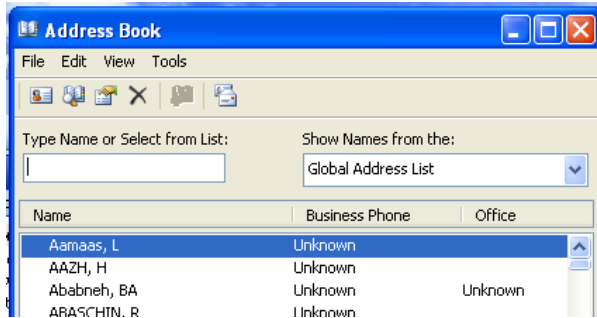


Student Mailing Lists – Finding and Sending using Outlook 2003

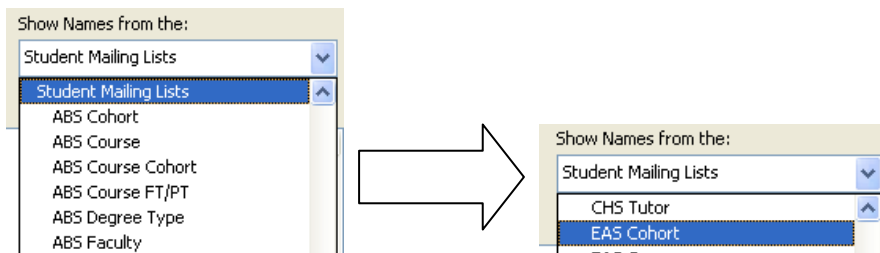
Using **Outlook 2003**, click the **Address Book** icon on the toolbar:



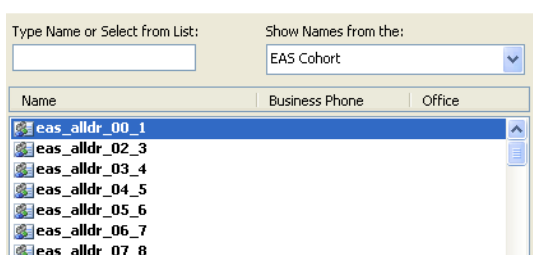
The **Address Book** window should appear:



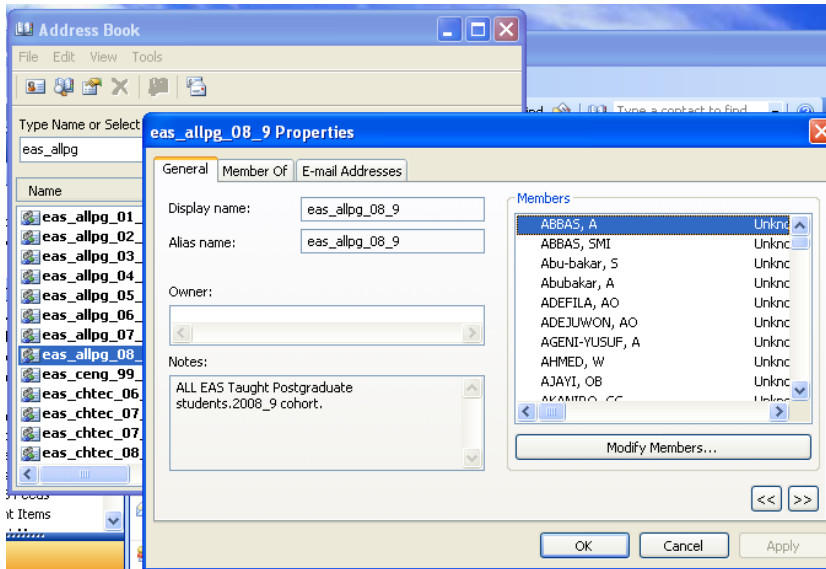
Click **Show Names from the:** to show the Address Lists. Scroll down to **Student Address Lists**, then look for the Category of mailing list you wish to find:



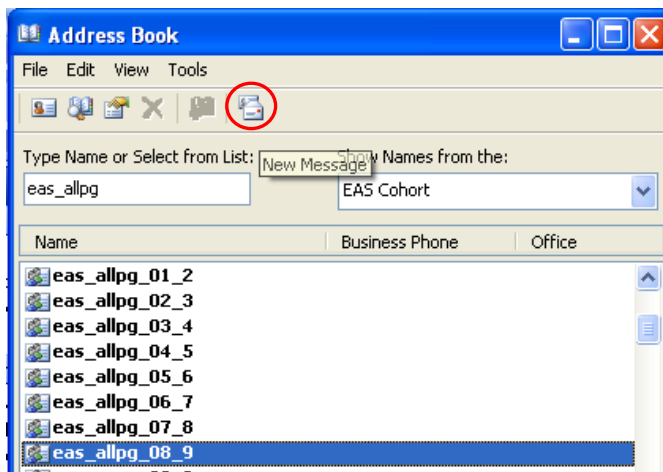
You should see a list of **Student Mailing Lists** in the Category you have chosen:



You can either scroll down or type part of the list name to find the lists you are interested in. When you have found the list you are interested in, you can find out more by **double clicking** on the list name.



Or, If you wish to send an email to the list, select it by clicking once in the **Address Book** window, then press the **New Message** button:



The **New Message** window should be shown, allowing you to send an email to the Mailing list.

