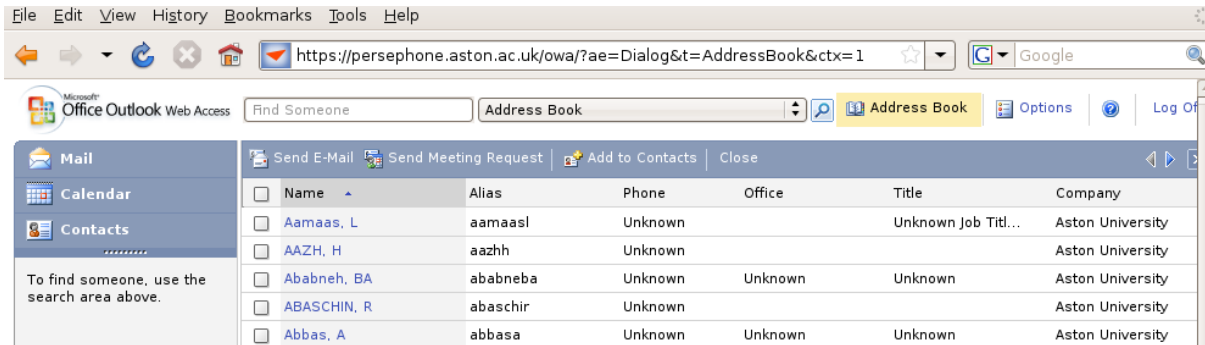


# Student Mailing Lists – Finding and Sending using Outlook Web Access Light

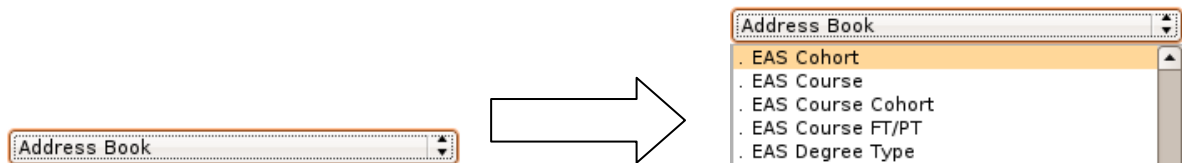
Using **Outlook Web Access**, click the **Address Book** icon on the right hand side of the header bar:



The **Address Book** page should appear:

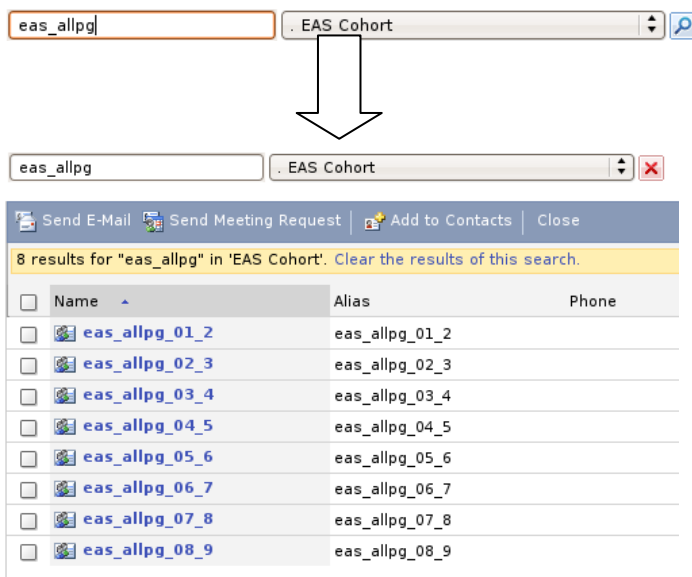


Click on the **Address Book** drop down menu



Scroll down to find the category of Student Mailing List you want. (Hint: These are prefixed by **ABS, AST, CHS, EAS, LHS** and **LSS**)

Next, type part of the list name to find the lists you are interested in, the hit the **enter** key or press the **Search** button:



When you have found the list you are interested in, you can find out more by clicking once on the **list name**.

The screenshot shows a software interface for an address book. At the top, there is a search bar labeled 'Find Someone' and a dropdown menu set to 'Address Book'. To the right are links for 'Address Book' and 'Options'. Below this is a toolbar with buttons for 'Send E-Mail', 'Send Meeting Request', 'Add to Contacts', and 'Close'. The main content area displays the name 'eas\_allpg\_08\_9'. Under the 'Information' section, the 'Alias' is 'eas\_allpg\_08\_9'. The 'Organization' section lists 'Members' with the following names: ABBAS, A; ABBAS, SMI; Abubakar, A; Abu-bakar, S; ADEFILA, AO; ADEJUWON, AO; AGENI-YUSUF, A; AHMED, W; AJAYI, OB; AKANIRO, CC; AKOJEDE, ET; ALI, N. To the right of the members list is a 'Notes' section containing the text: 'ALL EAS Taught Postgraduate students.2008\_9 cohort.'

If you wish to send an email to the list, press the **Send E-Mail button**:



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

The screenshot shows the 'New Message' page in a software application. At the top is a toolbar with buttons for 'Send', 'Save', 'Close', and 'Check Names'. Below the toolbar are several input fields: 'To...' with 'eas\_allpg\_08\_9 [remove]' entered; 'Cc...'; 'Bcc...'; 'Subject:'. Below these fields is an 'Attachments...' section. The main body of the page is a large empty text area for composing the message.