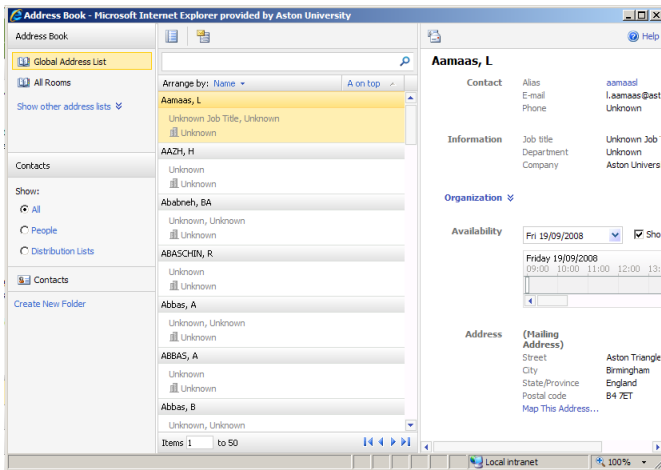


Student Mailing Lists – Finding and Sending using Outlook Web Access Premium

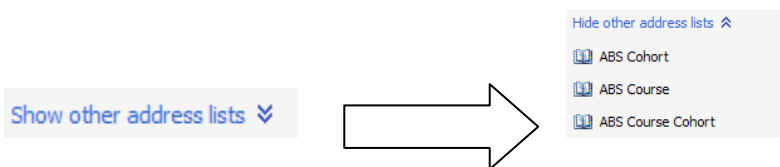
Using **Outlook Web Access**, click the **Address Book** icon on the right hand side of the header bar:



The **Address Book** window should appear:

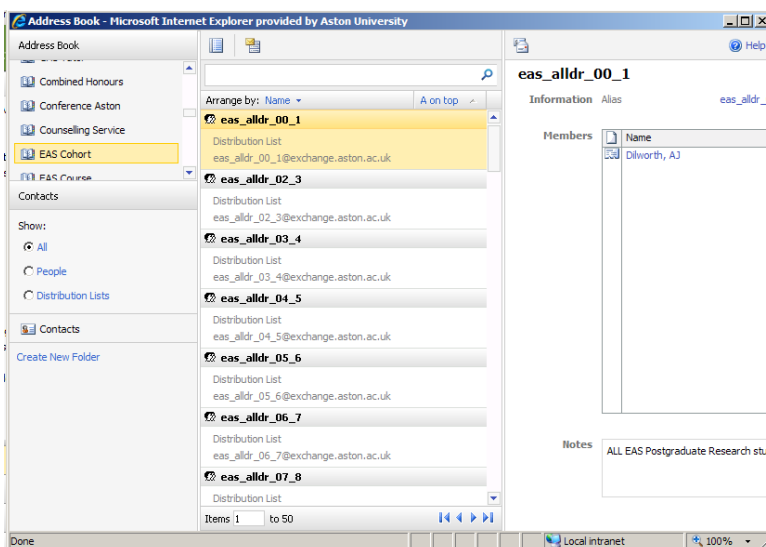


Click **Show Other Address Lists**

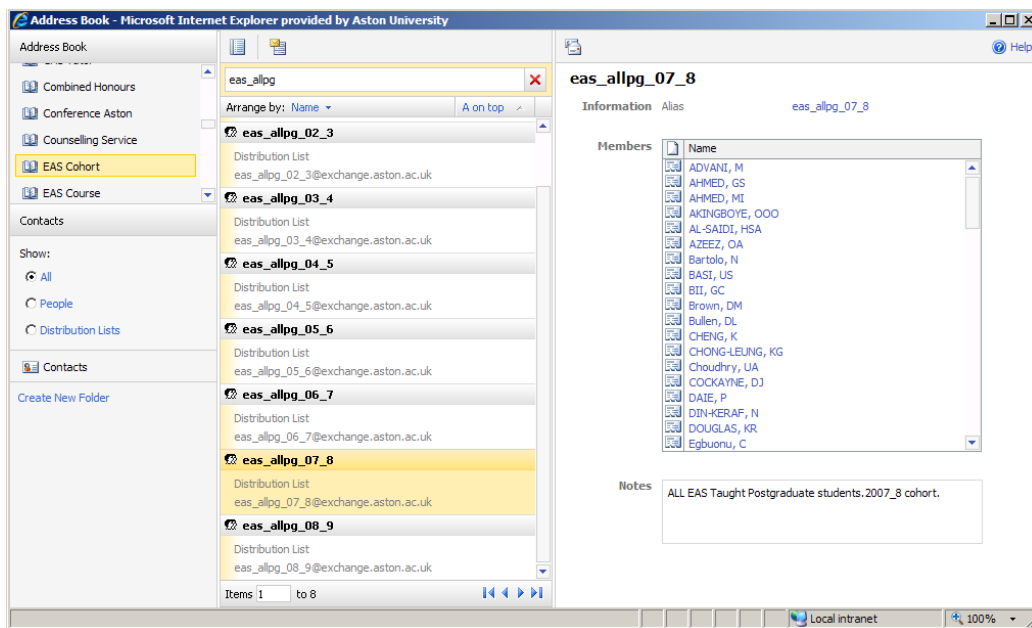


Scroll down to find the category of Student Mailing List you want. (Hint: These are prefixed by **ABS**, **AST**, **CHS**, **EAS**, **LHS** and **LSS**)

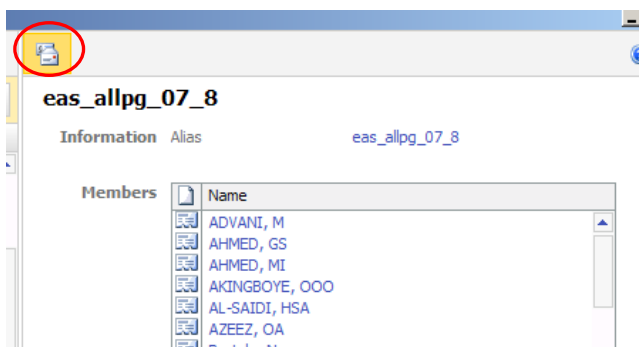
You should see a list of **Student Mailing Lists** in the Category you have chosen:



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 clicking once on the **list name** and viewing the right-hand **information pane**:



If you wish to send an email to the list, select it by clicking once on the **list name**, then press the **New Message** button in the top left hand corner of the right hand information pane:



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

