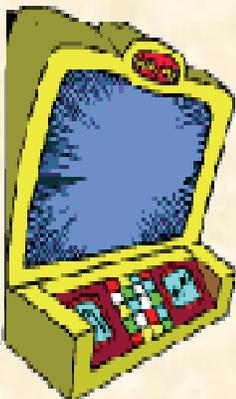


Technology Tips

More on E-Mail!!! Creating and Sending a Distribution List!

Special points of interest:

- The Technology department is putting on some pretty incredible workshops every other Friday (non-paydays) covering some of the things teachers, counselors, and administrators have requested with regard to the use of technology. The next series of workshops will be announced soon, so keep your eyes open folks, these things fill up fast!!!



Creating

1. On the **File** menu, point to **New**, and then click **Distribution List**.
2. In the **Name** box, type a name.
3. Click **Select Members**.
4. In the **Show names from the** list, click the address book that contains the e-mail addresses you want in your distribution list.
5. In the **Type name or select from list** box, type a name you want to include. In the list below, select the name, and then click **Members**. Do this for



Snoopy painting and what else?

each person you want to add to the distribution list, and then click **OK**.

6. If you want to add a longer description of the distribution list, click the **Notes** tab, and then type the text.

7. The distribution list is saved in your **Contacts** folder by the name you give it.

Sending

1. Open a new message.
2. Click the message body.
3. Do one of the following:

If Microsoft Word is your e-mail editor

Drag the distribution list from **Contacts** into the message.

If Microsoft Outlook is your e-mail editor

On the **Insert** menu, click **Item**. In the **Look in** list,

click the folder that contains the distribution list that you want to send.

4. Distribution lists are saved in the **Contacts** folder by default.
5. In the **Items** list, click the distribution list that you want to send, and then

click **OK**.

6. Send the message.
7. **Note** If you want to send a distribution list to someone, and the distribution list contains members from the **Global Address List** (Global Address List: The address book that contains all user, group, and distribution list e-mail addresses in your organization. The administrator creates and maintains this address book. It may also contain public folder e-mail addresses.), be sure that the recipient of the distribution list also uses that same **Global Address List**.



Managing E-mail Boxes (Space)

I've been getting a great deal of e-mail lately that asks me about e-mail and the fact that some "System Administrator" somewhere out there in cyberville thinks that our mailbox is too full. Folks, I gotta tell ya, it's true. Our mailboxes are too full. What

does that mean for us?

Well, I think two things are very apparent (and they're both good things BTW). The first is, we're using our e-mail far more than we did before and that's a good thing. Second, we've got to learn how to manage our e-

mail accounts. A good way to start is by a little training. Try this out and let me know what you think.

OUTLOOK TRAINING

Special points of interest:

- In the very near future, most of the communications we have here at the High School of Commerce are going to be via e-mail. The only exceptions to that rule are the daily attendance and any other confidential documents that are routinely stored, filed, or exchanged throughout the course of our days within the business of running a school such as ours. Many folks have gotten to me concerning e-mail issues and between the Tech Department and all parties involved, progress is being made, but it is slow. Please be patient, we will resolve as many issues as we can without losing what's left of our minds. Thanks

Ed Musiak

"Get your facts first, then you can distort them as much as you please."

Mark Twain

E-Mail Etiquette-an article

12 tips for better E-mail Etiquette

Work essentials for e-mail management

Understanding e-mail etiquette

By Laura Stack, MBA, CSP, The Productivity Pro®

I remember opening my first e-mail account and thinking how much fun it was to send a message to a friend. Most people now no longer find e-mail simple or fun. E-mail messaging now exceeds telephone traffic and form of business communication. Some workers tell me that handling e-mail consumes half of their day. A Street Journal report indicates that soon employees will spend three to four hours a day on e-mail.

Don't you wish that every person who received a new e-mail account had to agree to follow certain rules that are certain professional standards expected for e-mail use. Here are some things to keep in

mind regarding e-mail conduct:

1. Be informal, not sloppy. Your colleagues may use commonly accepted abbreviations in e-mail, but communicating with external customers, everyone should follow standard writing protocol. Your e-mail reflects you and your company, so traditional spelling, grammar, and punctuation rules apply.

than wading through an e-mail message that is twice as necessary. Concentrate on one subject per message whenever possible.

3. Use sentence case. USING ALL CAPITAL LETTERS LOOKS AS IF YOU'RE SHOUTING. Using all low looks lazy. For emphasis, use asterisks or bold formatting to emphasize important words. Do not use a lot of colors or graphics embedded in your message, because not everyone uses an e-mail program display them.

4. Use the blind copy and courtesy copy appropriately. Don't use BCC to keep others from seeing copied; it shows confidence when you directly CC anyone receiving a copy. Do use BCC, however, on a large distribution list, so recipients won't have to see a huge list of names. Be cautious with your text overuse

isn't private. I've seen people fired for using e-mail inappropriately. E-mail is considered company property and can be retrieved, examined, and



used in a court of law. Unless you use an encryption device (hardware or software), you should assume that e-mail over the Internet is not secure. In an e-mail message anything that you wouldn't put on a postcard. Remember that e-mail can be forwarded to unintended audiences. You might also inadvertently send something to the wrong party, so always keep the content professional to avoid embarrassment.

7. Be sparing with group e-mail. Send group e-mail only when it's useful to every recipient. Use the Reply button only when compiling results requiring collective input and only if you have something to add. It's quite annoying to open an e-mail that says only "Me too!"

8. Use the subject field to indicate content and purpose. Don't just say, "Hi!" or "From Laura.", use acronyms to use that quickly identify actions. For



mind regarding e-mail conduct:

- Be informal, not sloppy. Your colleagues may use commonly accepted abbreviations in e-mail, but communicating with external customers, everyone should follow standard writing protocol. Your e-mail reflects you and your company, so traditional spelling, grammar, and punctuation rules apply.
- Keep messages brief and to the point. Just because your writing is grammatically correct does not mean it has to be long. Nothing is more frustrating

directly involved.

- Don't use e-mail as an excuse to avoid personal contact. Don't forget the value of face-to-face voice-to-voice communication. E-mail communication isn't appropriate when sending confusing or e-mail messages. Think of the times you've heard someone in the office indignantly say, "Well, I sent you have a problem with someone, speak with that person directly. Don't use e-mail to avoid an uncomfortable situation or to cover up a mistake.
- Remember that e-mail

simply clutter boxes. Copy only people who are

E-mail Etiquette (continued)

example, your team could use <AR> to mean "Ac or <MSR> for the Monthly Status Report. It's also a good practice to include the word "Long" in the necessary, so that the recipient knows that the message will take time to read.

9. Don't send chain letters, virus warnings, or junk mail. Always check a reputable antivirus We IT department before sending out an alarm. If a constant stream of jokes from a friend annoys you ask to be removed from the list. Direct personal e-mail to your home e-mail account.

10. Remember that your tone can't be heard in e-mail. Have you ever attempted sarcasm in an e-mail recipient took it the wrong way? E-mail communication can't convey the nuances of verbal communication attempt to infer tone of voice, some people use emoticons, but use them sparingly so that you don't appear unprofessional. Also, don't assume that using a smiley will diffuse a difficult message.

11. Use a signature that includes contact information. To ensure that people know who you are, signature that has your contact information, including your mailing address, Web site, and phone number.

12. Summarize long discussions. Scrolling through pages of replies to understand a discussion is an indication of continuing to



A view not always seen

forward a message string, take a minute to summarize it for your reader. You could quote the relevant passage, then include your response. Some words of caution:

- If you are forwarding or reposting a message you've received, do not change the wording.
- If you want to repost to a group a message that you received individually, ask the author for permission
- Give proper attribution.

"Home computers are being called upon to perform many new functions, including the consumption of homework formerly eaten by the dog"

Doug Larson



Use the Commerce Website!!!

One of the more exciting parts of the integration of technology in the classroom has always been the use of the Internet as a research tool because there's just an enormous amount of information on anything you might be able to imagine (and I can imagine a lot) from aardvarks to zymurgy. The one thing that's missing out there is you!

What we want to do with the wonderful world of cyberville here at the good ol' High School of Commerce is give the people what they want. That is, specifically, all the information the students and their families need in order to pass classes. I mean, think about it. How many times have you heard "I didn't know about that assignment", "The dog ate my notes and I couldn't remember what we were supposed to do", or (and this one is my favorite because I hear it so much right around two days before the grades close) "I need my make up work mister". Or, how about the unavoidable looks of sheer horror on mom's face when she finds out that Johnny isn't going to pass English 12? Her next statement is to be expected. "Why didn't anybody let me know?" I'd say the

same thing. So would you. The point is, we have ways that we can use to make sure this doesn't happen.

Obviously the progress reports we send around are one way, but we want something that will give our students and their families information that's available from anywhere in the world 24/7. Can we do this without everyone having to become some kind of web-master? Yes, you can!!!! If you have the ability to edit and save a Word document, you can do the same thing using MS FrontPage or any other HTML editor there is. Basically all you'll have to do is fill in the blanks and give me the documents/images that go along with your page.

Please see me for a template you can use to get your page up and running.

Teacher Funnies!!!

Please use your space on the web page!!!



Your business tag line here.

"Life is far too important a thing to ever talk seriously about."

Oscar Wilde

