

## Connecting to NDE's Education Administration Email Lists with Outlook

Lists available are:

- Public School Superintendents
- Public School Principals (Elementary, Middle and Secondary)
- Special Education Directors
- Nonpublic School Administrators
- ESU Administrators
- Education Association Heads (NSEA, NCSA, NASB, GNS and NRCSA)

In order to utilize these lists you must follow the instructions below. You only need to complete these steps once for each list you want to use. After you have completed the synchronization the list(s) will automatically be updated as changes are made.

1. Click on the hyperlink in your email or open Internet Explorer and type the URL below:

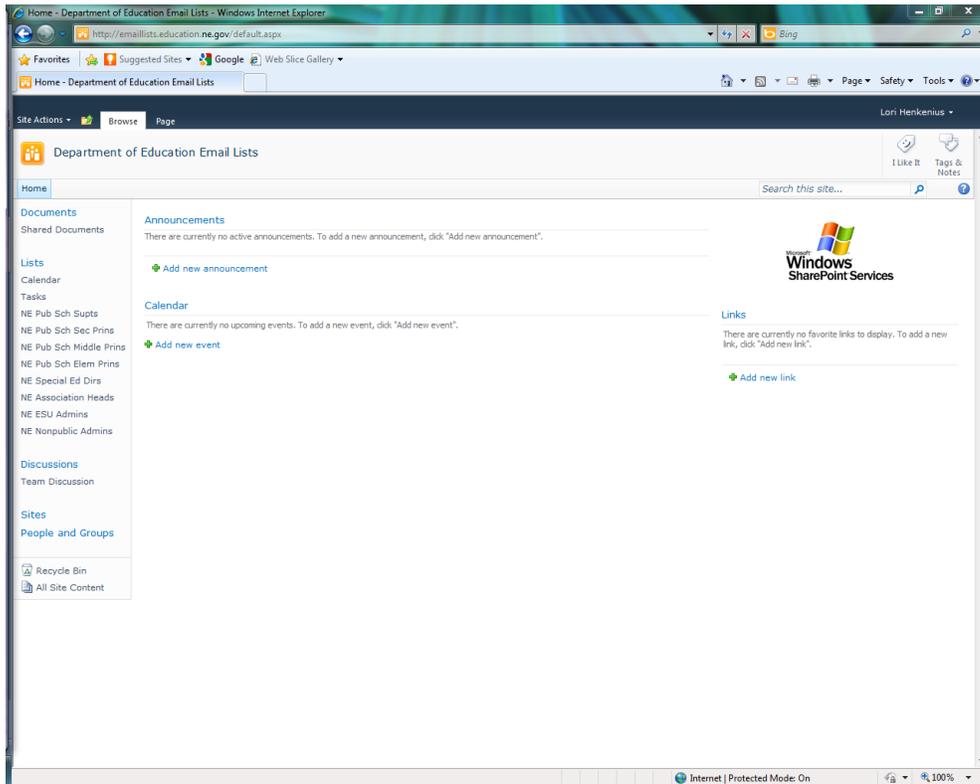
<http://emaillists.education.ne.gov>

2. If the "Connect to emaillists.education.ne.gov" dialog box appears, enter **NDE\Your Network User Name and Password**. The user name is the user name and password that you use when you first log into your computer except you need to enter NDE\ in front of your user name.

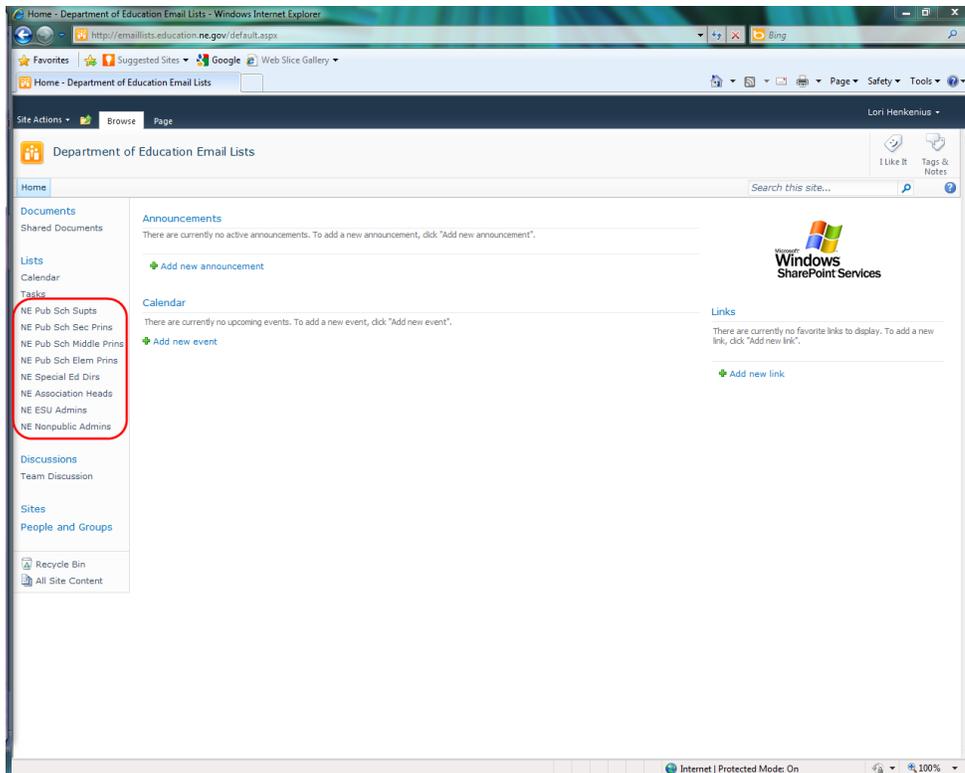


3. Click OK to continue.

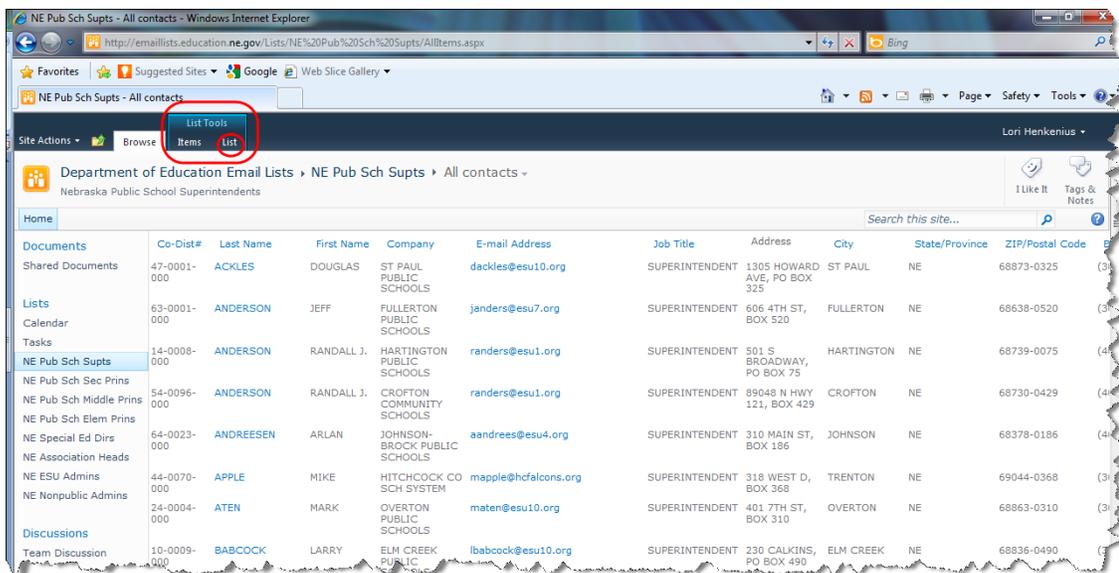
4. The home page for the Nebraska Department of Education Email Lists will appear.



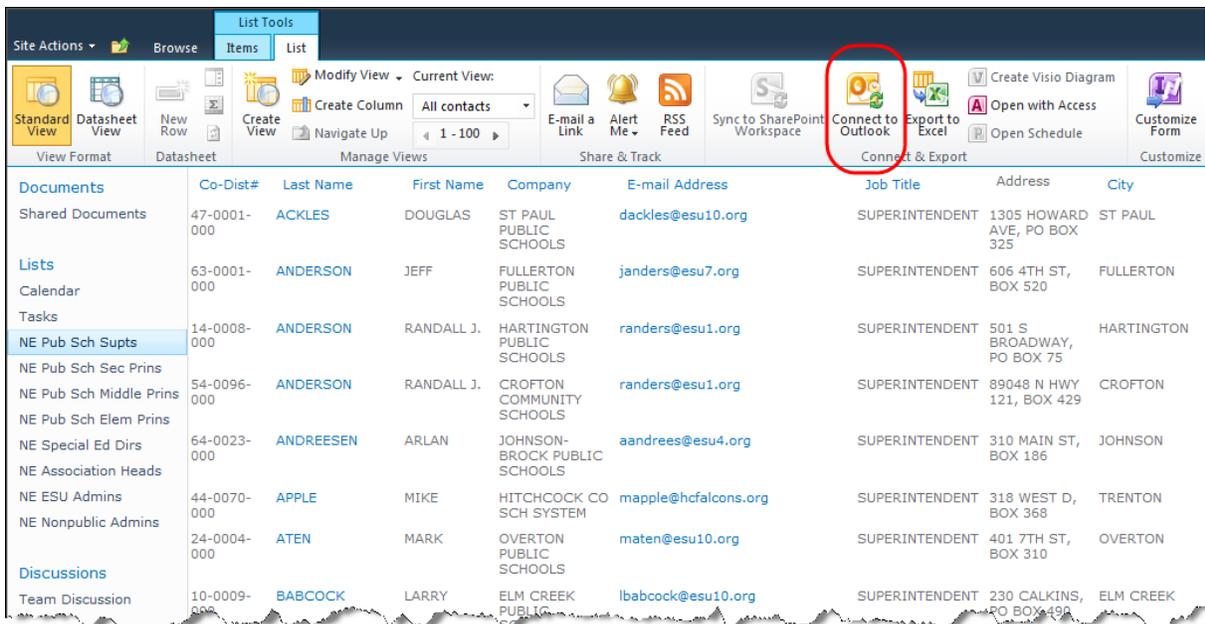
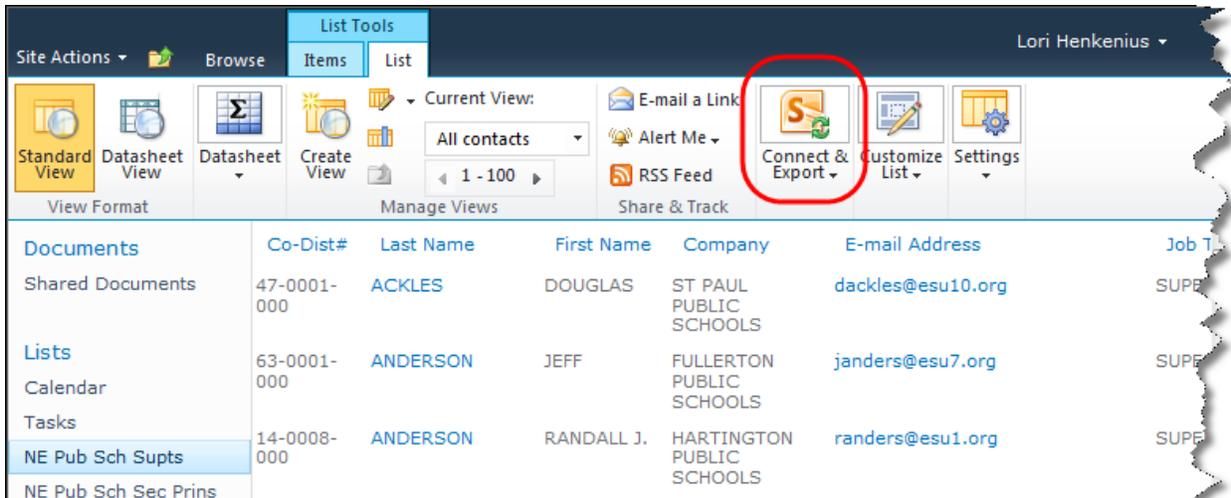
5. Go to the panel on the left hand side, locate, under Lists, the desired email group and click on it once. For example, to select the NE Pub Sch Supts list, you need to click once on the list's name.



6. Once the list has opened, locate the “List Tools” tab at the top of the email list and click on the “List” button to expand the selections.

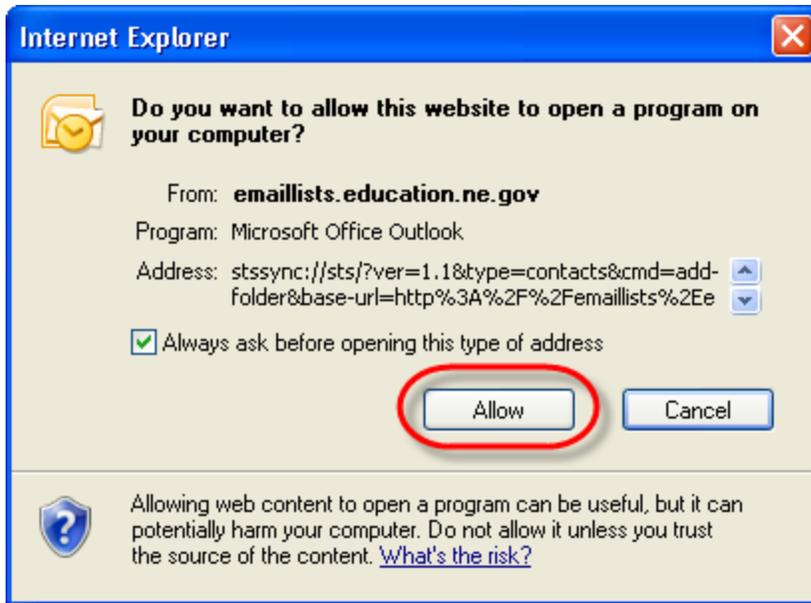


7. Depending on the size of the active window, you may have to locate the “Connect & Export” button and click on it to expose the “Connect to Outlook” button.



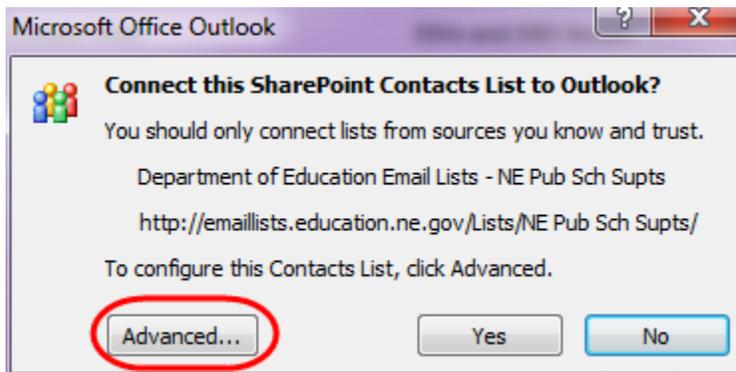
8. Click on the "Connect to Outlook " button.

9. You may get the Internet Explorer dialog box like the one below. If you do, select Allow.

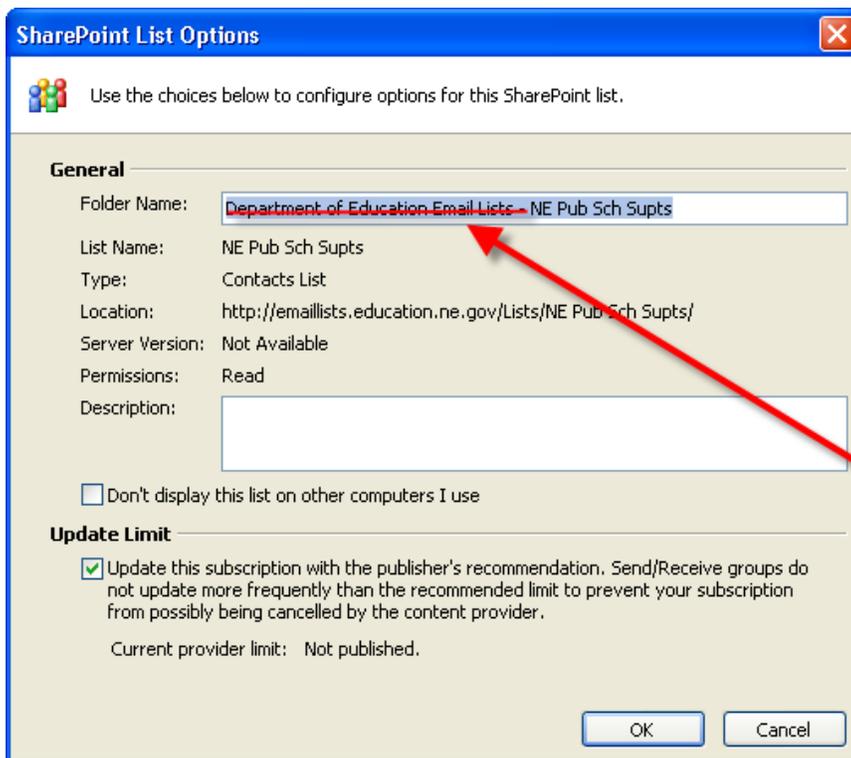


10. If Outlook is not already opened, you will be asked to log into Outlook.

11. When the “Connect this SharePoint Contacts List to Outlook” dialog box appears, click on the Advanced button.

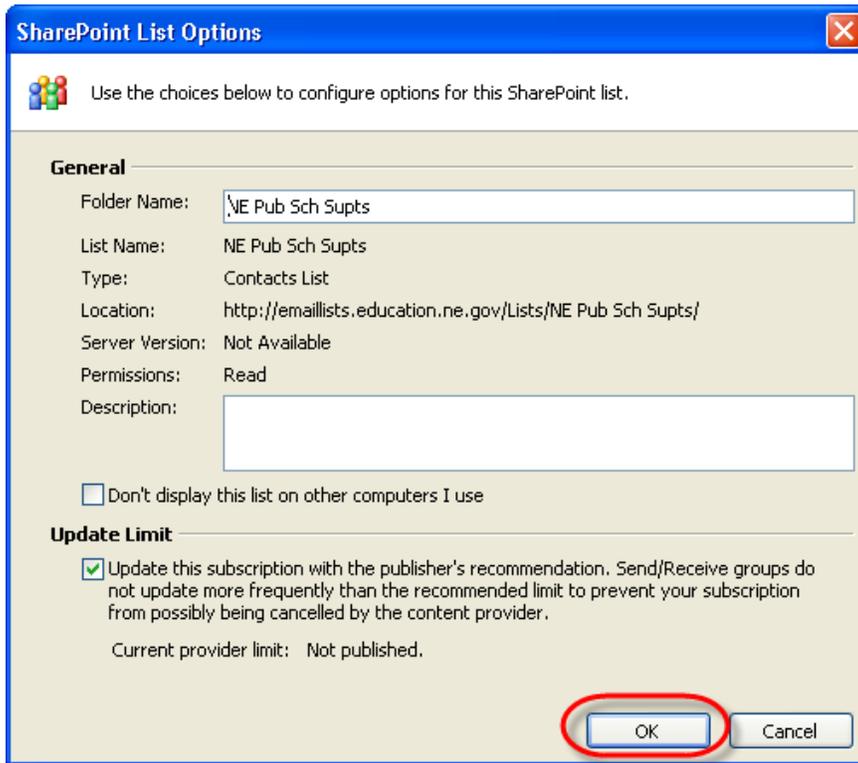


12. In the Folder Name: the default name is too long and should be shortened. This needs to be changed by deleting the words “Department of Education Email Lists – “ including the hyphen and the spaces before and after the hyphen. So the folder name for the Superintendent’s List should read “NE Pub Sch Supts”.

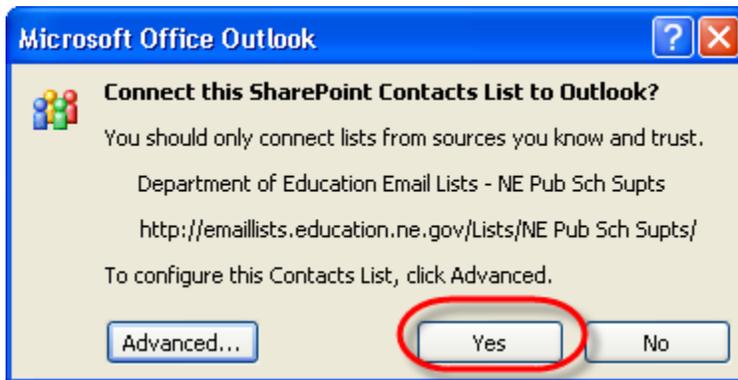


Delete the words *Department of Education Email Lists -* . Please delete the hyphen and the spaces before and after the hyphen.

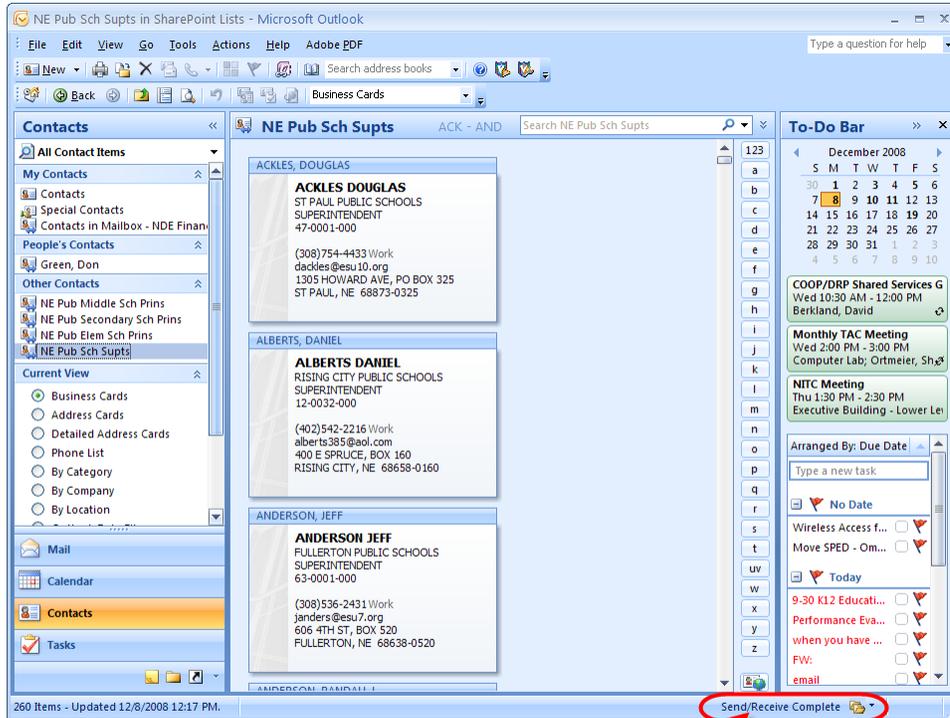
13. Make sure the check boxes are set as shown below and click on the OK button.



14. When you return to the "Connect this SharePoint Contacts List to Outlook?" dialog box, click on the Yes button.

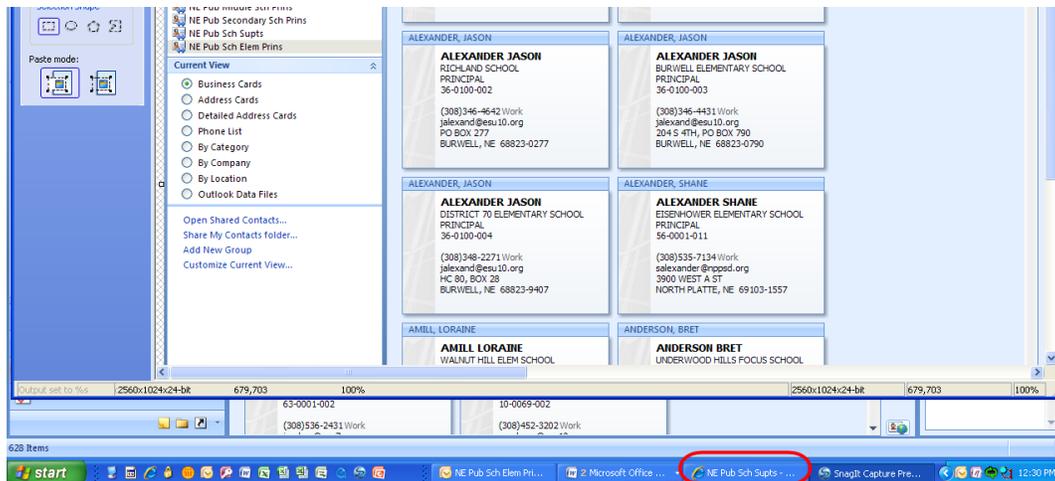


15. The list will start to download, this may take several seconds to complete. When the “Send/Receive Complete” message disappears, as illustrated below, the download will be finished. The list will only need to be downloaded once. You will automatically receive any new updates when they are made to the email list site.



The Send/Receive Complete message will disappear when finished.

16. To add additional lists to your Outlook, return to the Nebraska Department of Education Email Lists site window. One way to do this is by clicking on the Internet Explorer - button on your task list at the bottom of your screen.



To return to the Sharepoint window in Internet Explorer, click here.

17. Repeat steps 5 through 14.

18. When you are finished connecting Outlook to the lists you want, return to the Nebraska Department of Education Email Lists site and close the Internet Explorer window to log out.

Use these contact lists as you would your Personal Contacts. For sending to all Superintendents and/or Principals you will have to select all of the contacts in the list. Refer to the instructions for ***Sending Emails to Superintendents and Principals***.