Sending Emails to Superintendents and Principals

1. Go to New Message in Outlook

2. Select ADDRESS BOOK

3. In the Address Book area click on the selection arrow.
4. Select the targeted group name (NE Pub Sch Supts, NE Pub Sch Elem Prins, NE Pub Sch Middle Prins, or NE Pub Sch Sec Prins).

5. To include all of the entries within the selected list, click on first entry.
6. Scroll down to the last entry.

7. Press and hold down the shift key and with your mouse click on the last entry.
8. Click on the To, Cc or Bcc **button** to place the addresses.

9. Repeat steps 4 through 8 to add additional principal or superintendent lists.

10. To add the Leaders Council group and any other NDE staff to the email, repeat step 4 and select the Global Address List.
11. Using the search box type in the user name or distribution list that you want to include.

![Image of address selection dialog box]

11. Click on the To, Cc or Bcc button to place the addresses.

12. Press OK when you are finished selecting recipients.

13. Complete your message and send.