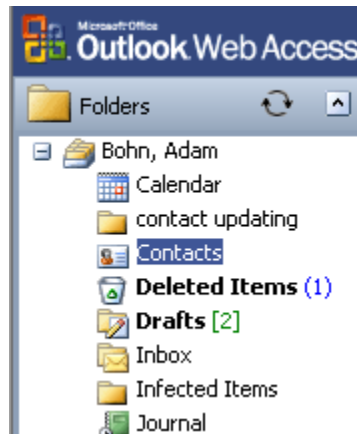


Directions for setting up your very own Distribution Lists:

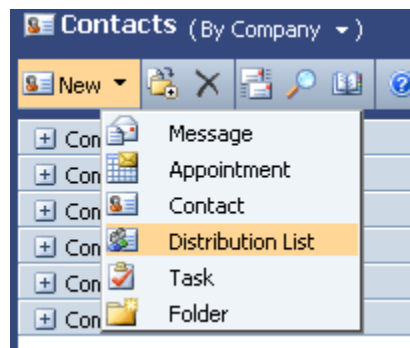
By Adam Bohn - ΠΑ 39

1) Have a plan as to the hierarchy you will be using to stack your dist lists. (I have mine on the last page)

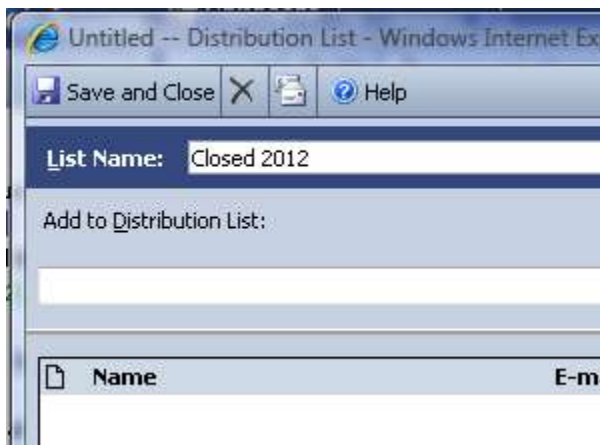
2) Click on 'Contacts' on the folders sidebar



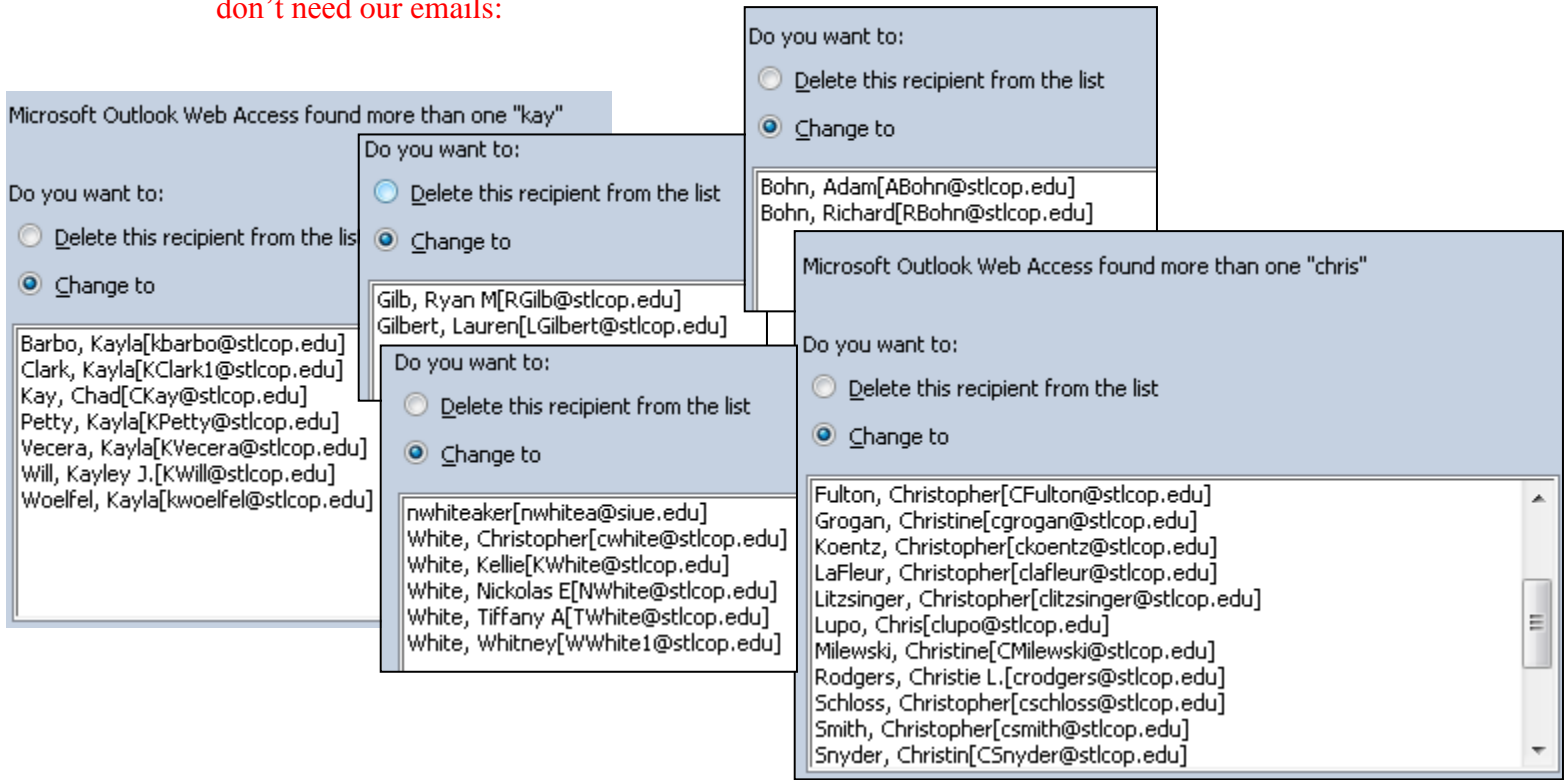
3) Click dropdown box next to 'New' and select 'Distribution List'



4) Name the distribution list and add people (and other distribution lists – *more on that later*) by typing any portion of their name in the blank 'Add to Distribution List:'. It can take the format "First Name Last Name", "First Initial Last Name", or "Last Name, First name." Click 'Add' on the right or press enter to add them.

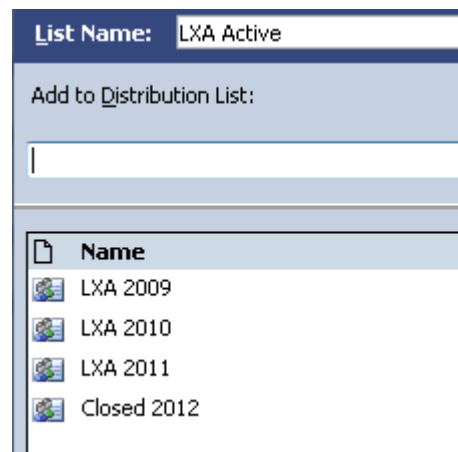
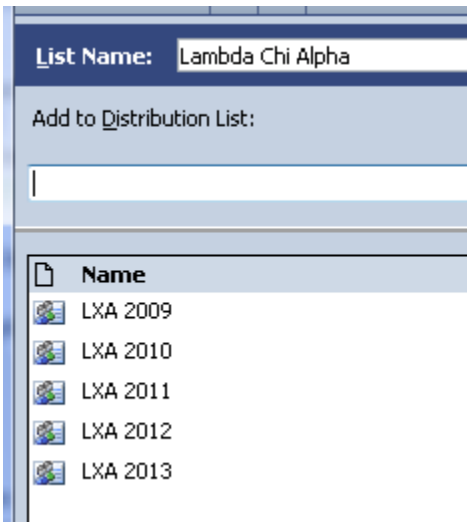


5) Each time you add someone's name (and before saving the Dist list): Verify you've got the right ones: Diane Boyle, Joe Davis, Chris Lupo, Kellie White, and some others don't need our emails:



On stacking Distribution lists:

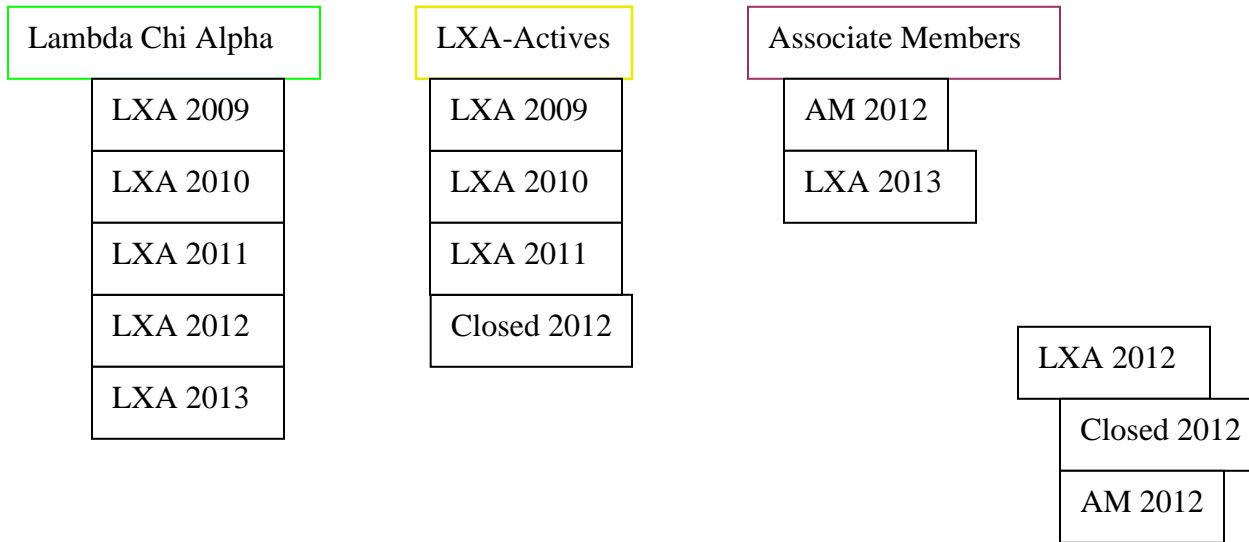
You can add distribution lists to distribution lists. This is done so that you don't have to enter people's names into several places and so that you can send to very specific people. Also, instead of typing 36 actives, 16 inactives, and assorted AM's multiple times, you just do it once.



6) After done with a specific distribution list, click 'Save and Close'.

7) When emailing, use the name of the dist list in the To, CC, or BCC box.

My Organizational Scheme



I created a separate distribution list for each grade level and an umbrella list (“Lambda Chi Alpha”) which includes the grade level lists. This is where most people stop. But I’m a nerd, so I break it down further. You can make your list as detailed as you want and if you want help organizing it (I won’t create your distribution lists for you, so don’t ask!), let me know and I can show you how.

If I wanted to make an actives list for purely closed material (“LXA-Actives”), I would have to have two 3rd year dist lists – one for Brothers (“Closed 2012”) and one for AM’s (“AM 2012”). Both of these lists will be included in the overall 3rd year dist list (“LXA 2012”). This means that “LXA 2012” is a dist list composed of just two items: “Closed 2012” and “AM 2012”. This may seem overly complex, but it’s actually quite simple and gives me the freedom to send emails to the entire fraternity, just actives, specific grade level(s), or just associate members.

It takes a few minutes to do the most basic dist lists; to make yours more complex, it may take upwards of 6 minutes.