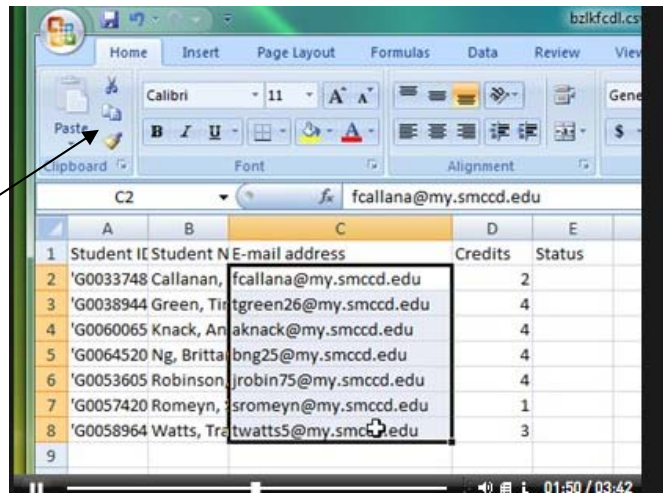


# Creating an OUTLOOK 2007 Distribution List from your Class List in WebSMART

## WEBSMART/OUTLOOK

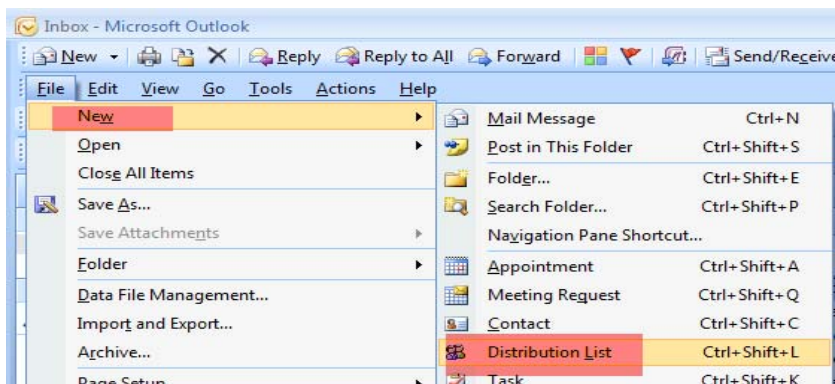
1. Open Web Browser and type - <https://websmart.smccd.edu/>
2. Type your sign in information in the sign in fields
  - a. goo#
  - b. pin
  - c. click Login
3. Select the Faculty Services option
4. Under the Faculty Menu Page – scroll to Detailed Class List
5. Select Detailed Class List
6. Select MS Excel Download button
7. Select Save (save on desktop)
8. Double click on the icon and it will open in Excel
9. Select all the students email addresses on the list (click and drag over the cells)
10. Now copy the student names : Click on copy button or click o Ctrl + C



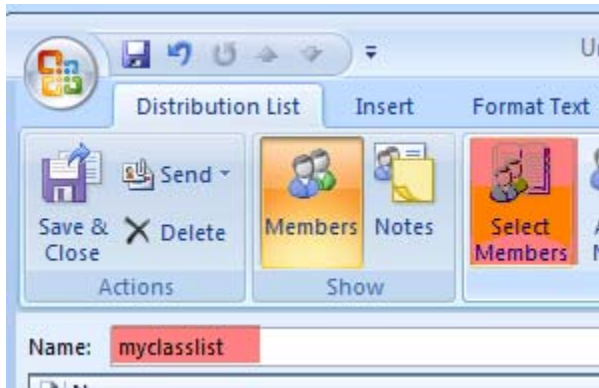
	A	B	C	D	E
1	Student ID	Student Name	E-mail address	Credits	Status
2	'G0033748	Callanan, T	tcallana@my.smccd.edu	2	
3	'G0038944	Green, Tint	green26@my.smccd.edu	4	
4	'G006065	Knack, An	aknack@my.smccd.edu	4	
5	'G0064520	Ng, Britta	bng25@my.smccd.edu	4	
6	'G0053605	Robinson,	robin75@my.smccd.edu	4	
7	'G0057420	Romeyn, s	sromeyn@my.smccd.edu	1	
8	'G0058964	Watts, Tra	twatts5@my.smccd.edu	3	
9					

## OUTLOOK

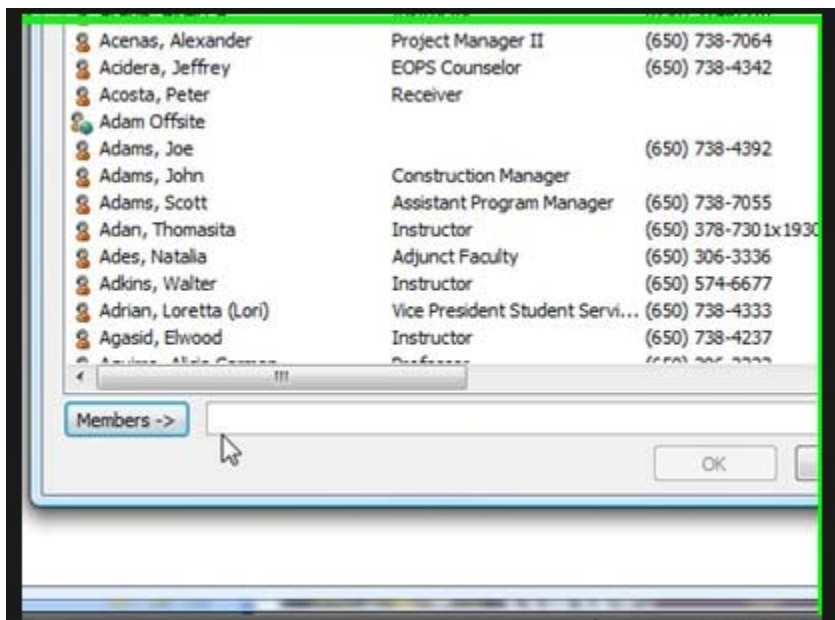
11. Open OUTLOOK
12. Open Outlook and go to > File>New > Distribution List



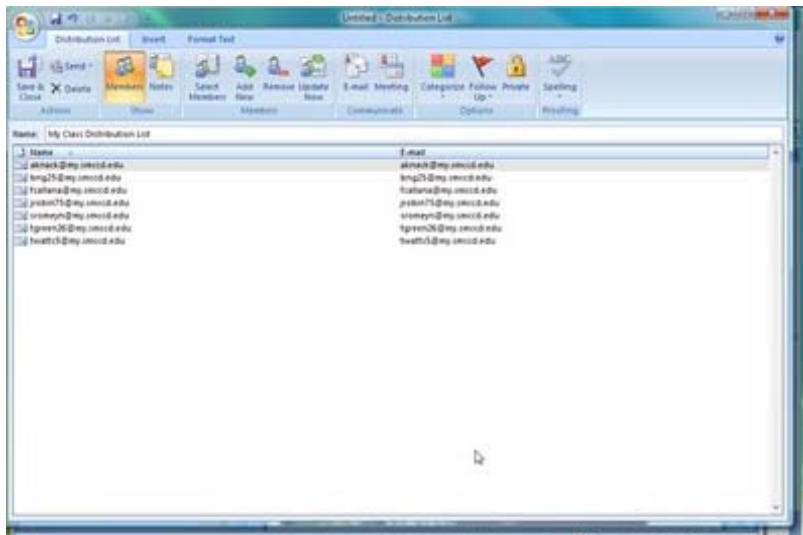
13. In the Name field give your Distribution list a name and then click on the Select Add Members button.



14. The Select Members list will appear. At the bottom of the list
15. In the Select Members box: click in the Members field located at the bottom of the window.
16. Paste the previously copied list of student emails. Use Ctrl + V on your key board or right click in the empty field and a paste option will appear.
17. When you are done you will see all the email addresses in the field and you can then click on the OK button.

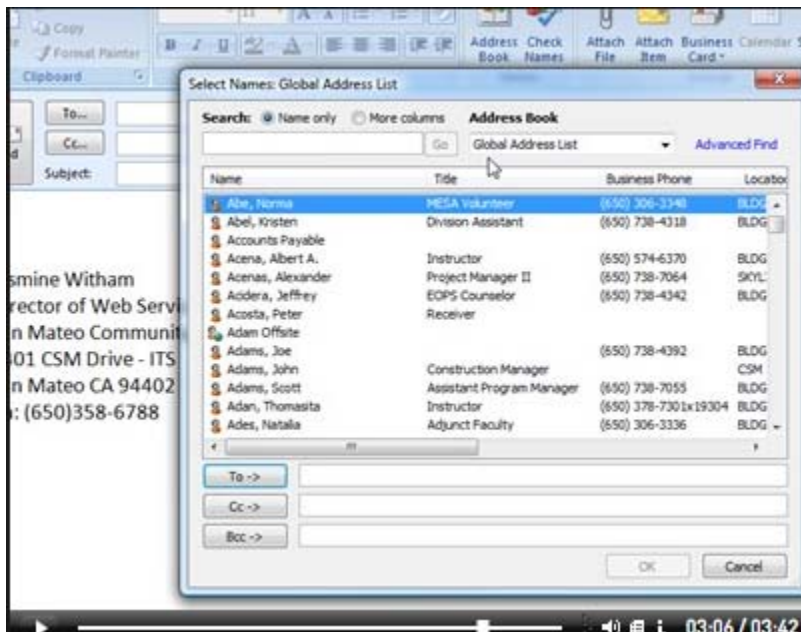


18. You will see your distribution list now includes all your student emails:
19. Save and Close

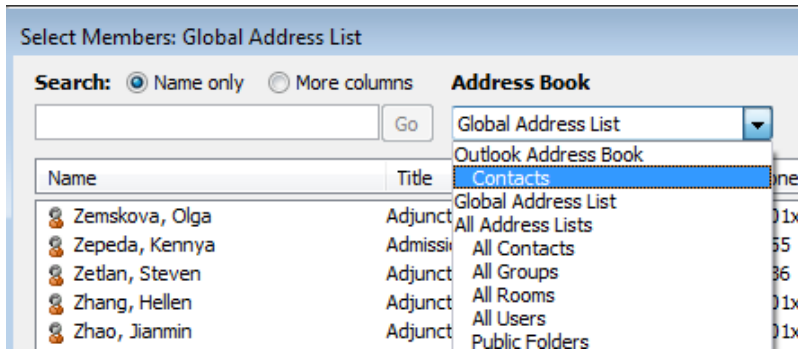


## EMAIL USING DISTRIBUTION LIST

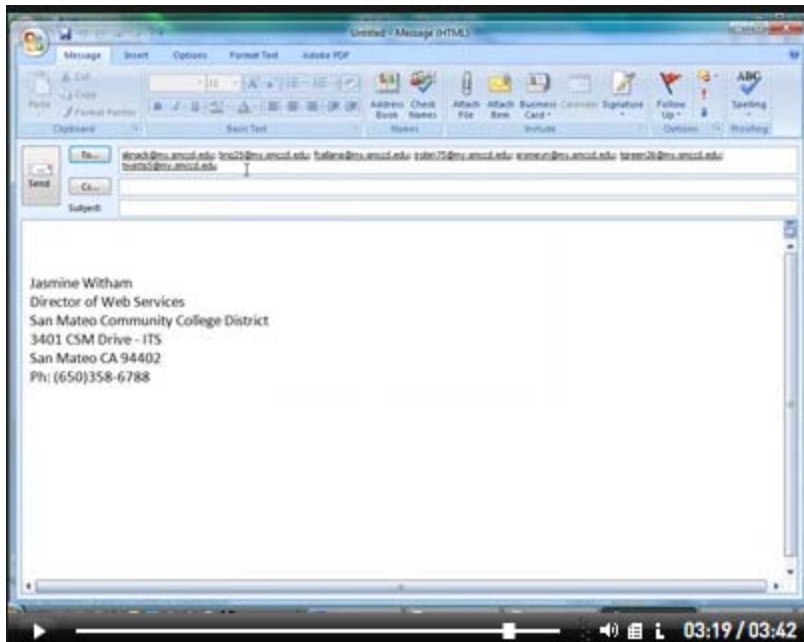
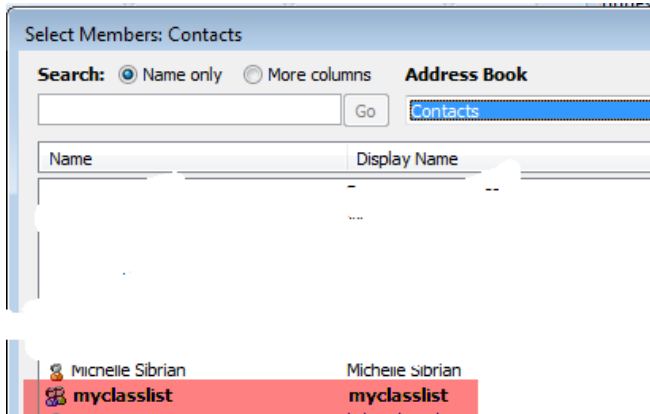
1. In OUTLOOK click on new as you would do for any new email.
2. Click on the **To..** button
3. When the Global Address list box appears, switch the list from Global to Contacts.



4. And click on the drop menu to select Contacts.



5. Once you clicked on Contacts scroll through your contacts list and find your new distribution list. Click on the list to open in your email field.



6. You are now ready to send your student a class email. ☺ aec/o8