


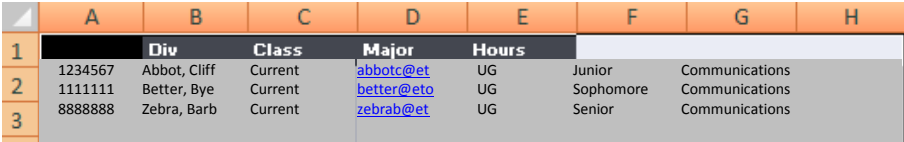


Create a Class Distribution List

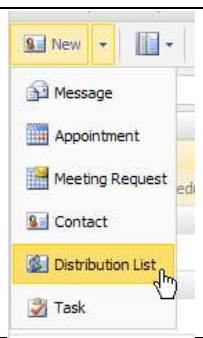
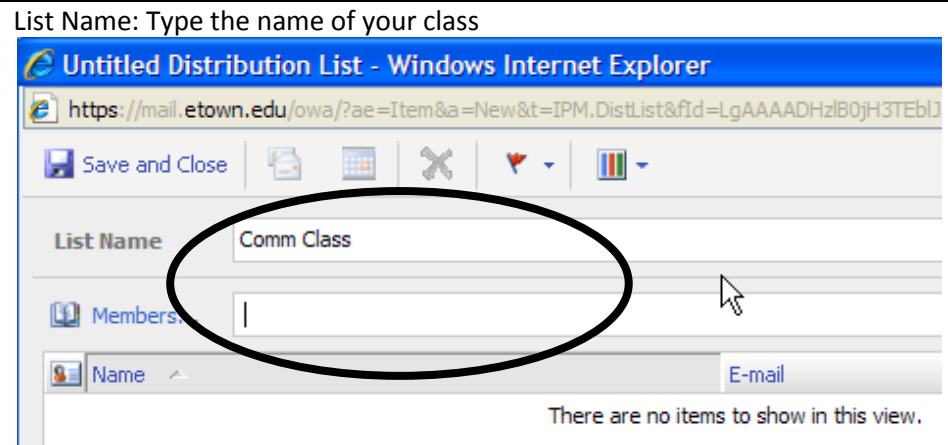
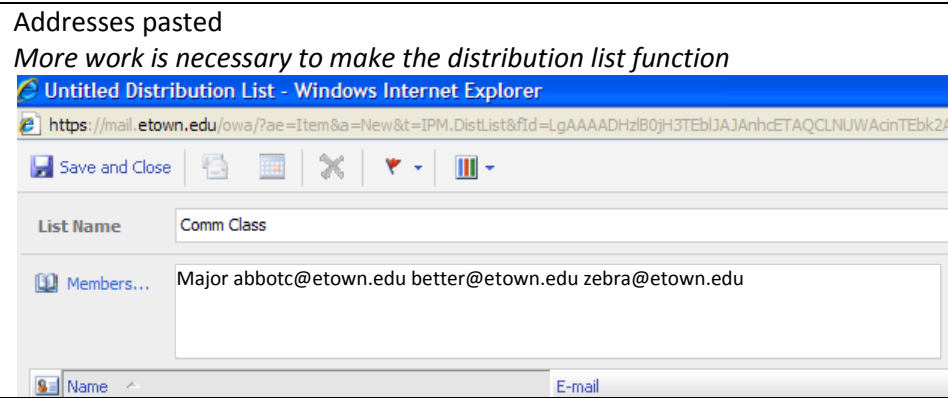
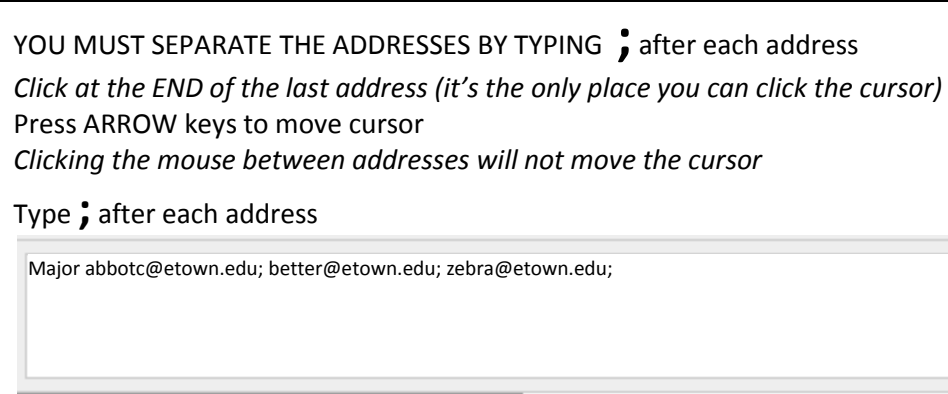
Programs Necessary:

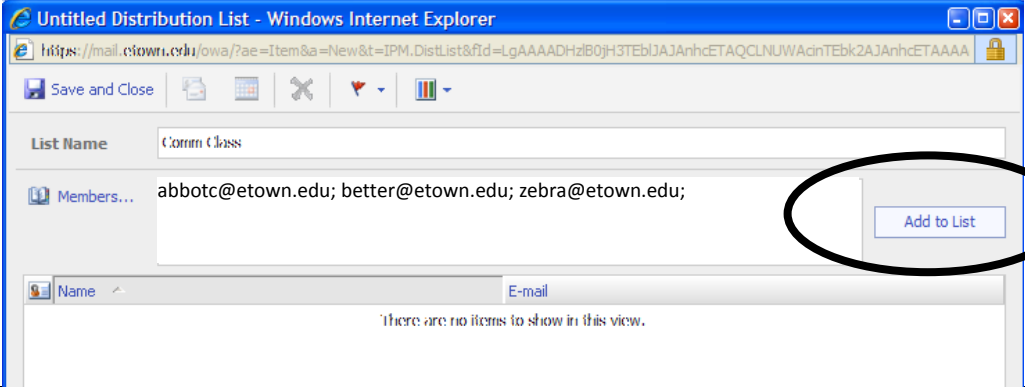
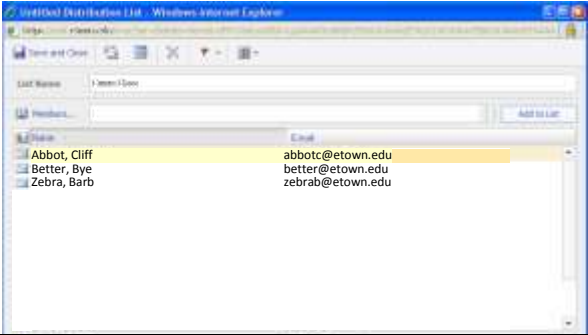

ECWeb

Excel

Outlook Web Access (mail.etown.edu) on a PC (Macs can't manage distribution lists)

1.	Log on to your ECWeb account																																	
2.	Click My Classes																																	
3.	In the Roster column, for the specific course, click View	<p>Click on the Course link to</p> <table border="1"> <thead> <tr> <th>Roster</th> <th>Enrolled</th> <th>Course</th> </tr> </thead> <tbody> <tr> <td>View</td> <td>16 / 16</td> <td>COM 230 CM A</td> </tr> <tr> <td>View</td> <td>12 / 16</td> <td>COM 230 CM B</td> </tr> <tr> <td>View</td> <td>18 / 17</td> <td>FYS 101 V</td> </tr> <tr> <td>View</td> <td>18 / 17</td> <td>IEE 101 V</td> </tr> </tbody> </table>	Roster	Enrolled	Course	View	16 / 16	COM 230 CM A	View	12 / 16	COM 230 CM B	View	18 / 17	FYS 101 V	View	18 / 17	IEE 101 V																	
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4.	Select the roster table by dragging your mouse across it	<p>Video Applications and Techniques (COM 230 CM A) Fall Semester 2009-2010</p> <table border="1"> <thead> <tr> <th>ID#</th> <th>Student Name</th> <th>Status</th> <th>E-Mail</th> <th>Div</th> <th>Class</th> <th>Major</th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td>1234567</td> <td>Abbot, Cliff</td> <td>Current</td> <td>abbotc@etown.edu</td> <td>UG</td> <td>Junior</td> <td>Communications</td> <td>4</td> </tr> <tr> <td>1111111</td> <td>Better, Bye</td> <td>Current</td> <td>better@etown.edu</td> <td>UG</td> <td>Sophomore</td> <td>Communications</td> <td>4</td> </tr> <tr> <td>8888888</td> <td>Zebra, Barb</td> <td>Current</td> <td>zebrab@etown.edu</td> <td>UG</td> <td>Senior</td> <td>Communications</td> <td>4</td> </tr> </tbody> </table>	ID#	Student Name	Status	E-Mail	Div	Class	Major	Hours	1234567	Abbot, Cliff	Current	abbotc@etown.edu	UG	Junior	Communications	4	1111111	Better, Bye	Current	better@etown.edu	UG	Sophomore	Communications	4	8888888	Zebra, Barb	Current	zebrab@etown.edu	UG	Senior	Communications	4
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5.	Press Control + C (to copy the list)																																	
6.	Start Excel																																	
7.	Select cell A1																																	
8.	Press Control + V (to paste the list in Excel)																																	
9.	List is pasted in Excel																																	
10.	Select the email column by clicking the column letter – example is column D																																	
11.	Press Control + C (copy) The column displays marching ants to show what was copied																																	
12.	Log in to Outlook Web Access (mail.etown.edu)																																	
13.	Select Contacts																																	

<p>14.</p>	<p>Click New List arrow Select Distribution List</p> <p><i>Note: Distribution lists cannot be created on a Mac</i></p>	
<p>15.</p>	<p>List Name: Type the name of your class</p> 	
<p>16.</p>	<p>Click in the Members: ... box</p>	
<p>17.</p>	<p>Press: Control + V (to paste the list from Excel)</p>	
<p>18.</p>	<p>Addresses pasted</p> <p><i>More work is necessary to make the distribution list function</i></p> 	
<p>19.</p>	<p>YOU MUST SEPARATE THE ADDRESSES BY TYPING ; after each address <i>Click at the END of the last address (it's the only place you can click the cursor)</i> Press ARROW keys to move cursor <i>Clicking the mouse between addresses will not move the cursor</i></p> <p>Type ; after each address</p> 	

20.	<p>Remove the Major title</p> <p>abbotc@etown.edu; better@etown.edu; zebra@etown.edu</p>
21.	<p>Click Add to List</p> 
22.	<p>Review the list</p> 
23.	<p>Save the Distribution List</p> <p>Click Save and Close</p> 
24.	<p>Distribution List is created</p> <p>Comm Class Distribution List</p>
25.	<p>Exit all programs</p>