

Email Tips

Email Message 'Read Receipt' or 'Delivery Receipt'

- * While in the new message window (email you are creating), click on 'Actions' at the top and select what you would like to do.

- * You can vary the 'Importance' or 'Sensitivity' of the message or click on 'Read Receipt' to have an email sent back to you when that person has opened the message you sent them. Or you can click on 'delivery receipt' that will send you a message back once it has been delivered but not opened. You can check both if you want. There may be some times that the person you send the message to may see that you have attached a 'read receipt' and they have to accept it. Other times it may be hidden and they will not know.

Email Address Books – System Directory and Personal Contacts

- * To access your address books...just click anywhere you see the "book" icon.
- * In the new message window (email you are creating), click on the "book" icon next to the To:
- * The address book will open up to the 'System Directory' first. Please let it load. The speed of this varies.
- * Once the 'System Directory' has opened up, all the staff names will appear below, alphabetized by first name. If you scroll quickly to the bottom you will see all the individual schools distribution lists that have been created.
- * To access personal contacts or email addresses, go back up to the top and click the down arrow next to the 'system directory' (search in) and click on 'personal contacts'. Now you will see any email addresses you have entered.