

Pelham Public Schools
Technology Support Department
How to Access Group Contact Lists

Please follow the following directions if you wish to e-mail a group list in G-mail such as "All District Staff".

1. Click on the ***My Computer*** icon on your desktop or go under Start Menu and click on My Computer.
2. Open the ***common folder*** (J Drive for Secondary Teacher Common, Q Drive for Elementary Teacher Common, and M Drive for Admin Common)
3. Find the folder named ***Shared Group Contact Lists for Emails***
4. Open the file ***Group Contact List 2015***
5. Find the group you want to mail in column A.
6. Copy the email address for that group from column B
7. Paste the copied email address into your email (To, CC, or BCC)

Notes:

- If you need to make changes to a list, please submit a support ticket by clicking on the Technology Support icon. Please write "Share Group List Edit Request" in the request
- This list is password protected. Please do not share the list with students
- Once you have used the group email once, it will appear in your compose message draft when you begin to type the address.