

Working towards ECDL

Information and Communication Module

Task 6

Create an address book and distribution groups

You will almost certainly end up with exchanging messages with regular correspondence. Instead of typing in their email address every time, you can create an address book. You don't have to remember anyone's email address (or the risk of mistyping it!), you can refer to people by their real name you don't have to type anything at all and you can store extra information if wished.

As your address grows you may need to contact certain people on a regular basis, Yahoo Mail let you group your contacts into categories, making it quick and easy to find a specific contact or view a subset of your records. This is called creating a distribution lists.

Task

- A From the information given on the flipchart, start to create yourself an address book.
- B Think about creating folders i.e. branch secretaries, training, family, friends etc. Then select the appropriate email address for each folder.
- C Send multiple emails

Methodology

A Create and Address Book

There are 2 ways of adding email address into your Yahoo Mail. First open your Yahoo Mail and then click on the Address button.

The second way is to click onto the Add Contact button, then enter the persons details. In this case, add the minimal amount of information i.e. name and email address. Then click on the Save button.

**** It is your decision if you wish to enter addresses, work and home telephone numbers but remember that there are clever people out there who may hack into your system.

The details of the person you have entered will be shown on your screen. You can then either click:

- Done - to accept the address.
- Edit - to amend their details

Alternatively, after clicking the address button, scroll down to the bottom of the page and use the Quick Add Contact to insert new details. Then click Add.

Print a copy of your address book as evidence for your portfolio.

Updating an email address

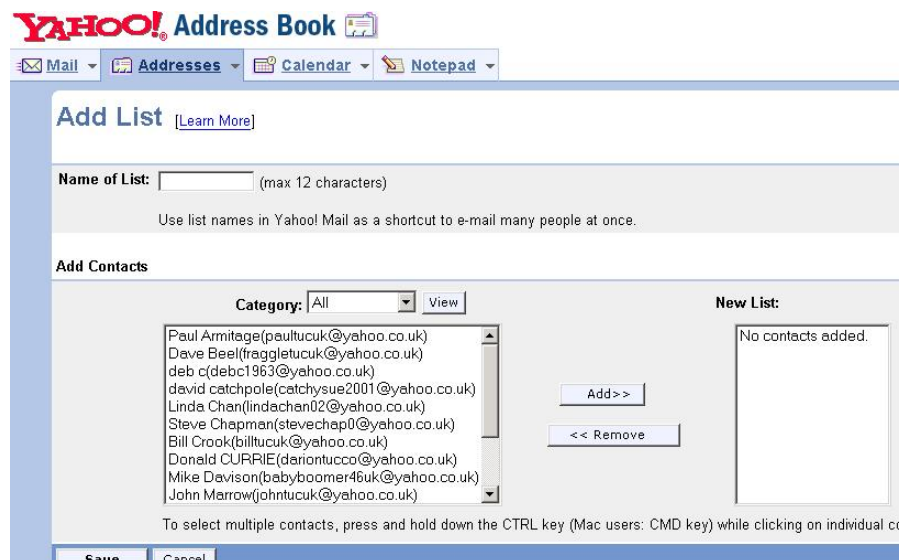
To do this, click on to the addresses. Yahoo will give you a list of people already stored. Look for the person who you want to update their email. Click edit and amend their information and then save the contact.

Deleting an email address

While still in the address section. To delete, place a tick in the left hand box again the name and click the delete button.

B Create a Distribution List

From your Yahoo Mail Homepage, click the Address Button and then look down the left hand side of the screen. Look for Lists: [Add]. Click on the word [Add] and a screen will appear like this:



In the Name of List box, enter Training (Please note that the name of the list cannot contain less-than or greater-than signs, space, commas, single or double quotes).

To select the tutors email addresses from your list, highlight the name and address and then click Add. Continue to do this until everyone concerned has been added.

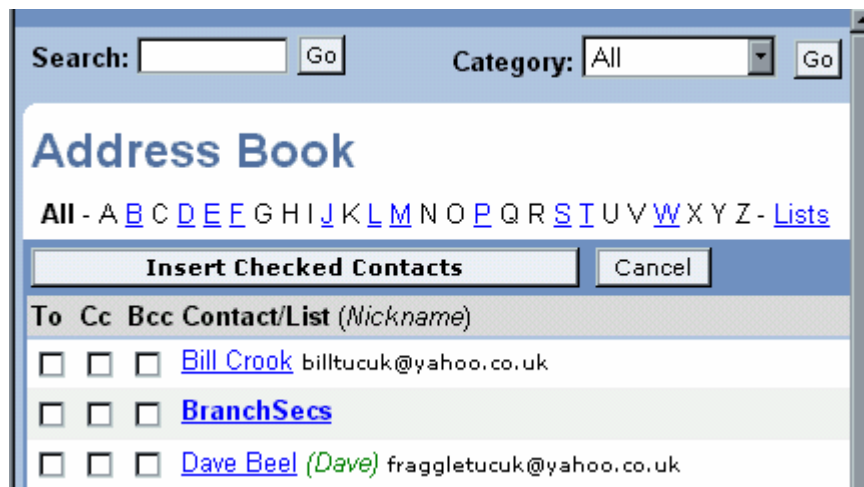
If an incorrect email has been added or someone has withdrawn from the list, go back and select the appropriate distribution list, click edit and the above screen will appear. Highlight the name and email address that is no longer required and click the Remove button.

When you have finished amending your distribution list, click Save.

Practice this section again and create a distribution list of Branch Secretaries and any other you can think of.

C Send multiple emails

From our Yahoo Mail page, click the Compose Button and then click To, a panel will appear like this:



Select the people you wish to contact by clicking under the relevant columns. Then click the Insert Checked Contacts.

Continue to compose your message and send in the normal way.

Print a copy as evidence for your portfolio.

Practice this section again and include cc's and bcc's and see if they work!