

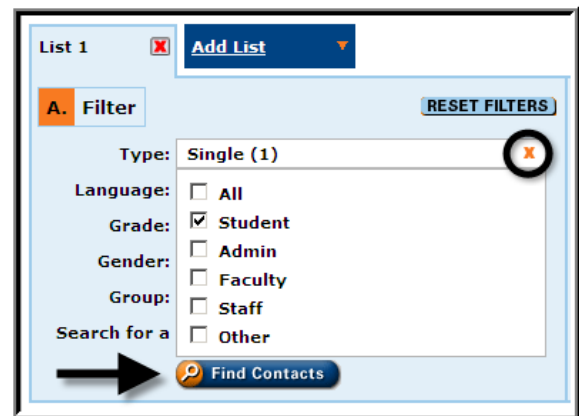
Revised Method for Selecting Contacts for a Connect-ED Message

The method for selecting your contacts while you are using the Connect-ED call wizard has been updated. The first step for creating your message remains the same, so follow the normal process to create your new message. When you move to Step 2, Select Contacts, follow the steps below:

1. Your new **Select Contacts** screen will have the same filters, but they are arranged somewhat differently. If you want to select everyone in your contact list, you can use the **Quick Select All** button at the top of the screen, which shows you the total number of contacts available. The wizard will move directly to the next step, Schedule Delivery, for you to choose the delivery date and time for your message.



2. To select specific contacts, use the filters under the **List 1** tab. For example, to choose only the student population, click the drop-down arrow beside the **Type** filter, choose **Students** by clicking the checkbox, and then click the orange X to close the filter. The filter will then show **Single (1)** to show that you have only chosen one criterion in your filter. You can also use additional filters, such as Grade or Language, and you can also make multiple selections under each filter. After setting your filters, click the **Find Contacts** button.

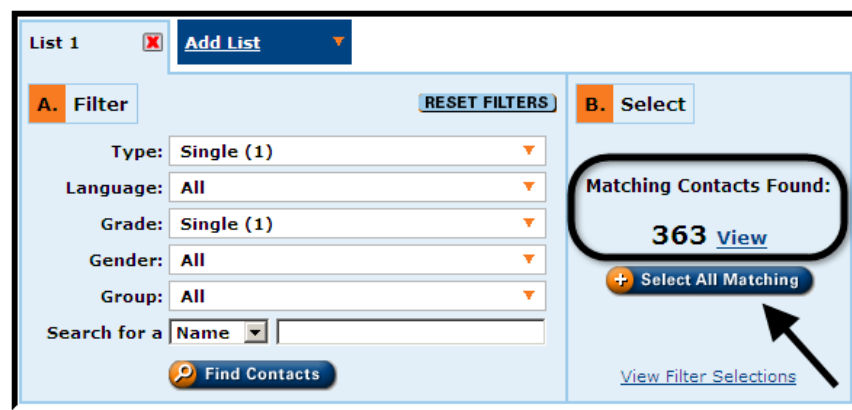


3. If you want to create an additional set of filters to add to your selection or to exclude contacts from your selection, click the **Add List** tab. When you rest your mouse on the **Add List** tab, you can either choose to **Add Contacts** or **Exclude Contacts**. If, for example, you wanted to exclude speakers of French and send them a separate message, you would choose **Exclude Contacts** (notice that your background will turn red when you choose to exclude), filter for **Language**, choose French, and click the orange **X** to close the filter menu. Click the **Find Contacts** button.



The screenshot shows the 'Add List' interface. At the top, there are tabs for 'List 1', 'List 2', and 'Add List'. The 'Add List' tab is active. Below the tabs, there is a section labeled 'A. Filter'. This section contains several dropdown menus: 'Type: All', 'Language: Single (1)', 'Grade: All', 'Gender: All', and 'Group: All'. There is also a search field labeled 'Search for a' with a dropdown menu set to 'Name' and an empty text input box. At the bottom of the filter section is a blue button with a magnifying glass icon and the text 'Find Contacts'.

4. After setting each list and clicking the **Find Contacts** button, you will see section **B. Select** populate to show the number of contacts that match your chosen filters. To view the matching contacts, click the **View** link, and the contact list will appear below the filter screen. You can uncheck any contacts that you do not want to receive the call. To see a list of the filters you selected, you can click on the **View Filter Selections** link. If you want to choose all of the matching contacts, click the **Select All Matching** button.



The screenshot shows the 'Select' section of the filter interface. On the left, there is a section labeled 'A. Filter' with a 'RESET FILTERS' button. The filter dropdowns are now populated: 'Type: Single (1)', 'Language: All', 'Grade: Single (1)', 'Gender: All', and 'Group: All'. The search field is still present. On the right, there is a section labeled 'B. Select'. This section contains a box with the text 'Matching Contacts Found: 363 View'. Below this box is a blue button with a plus sign and the text 'Select All Matching'. At the bottom right of the 'B. Select' section is a blue link labeled 'View Filter Selections'. An arrow points to the 'Select All Matching' button.

4. The number of selected contacts will appear under the **C. Verify** tab. If you want to clear all of the contacts, click on the **Clear Selected** link. To review your filters, click the **Click Here** link beside **Review All Lists**.

5. To view all of your selected contacts or to make changes to them, click the **Review Selections** tab at the top of the wizard screen. You can use the **View, Edit, or Remove** link beside the number of included contacts or you can click the **View All** link to see contacts or to make changes.

6. After verifying that your selected contacts are correct, click the **Next** button which will take you to the **Schedule Delivery** screen which has not changed. Set the date and time for your call and continue the wizard to complete the call.

Back Next

Schedule Delivery

Select your time zone and when you want your message to be sent.
When you are finished, click *Next*.

Select your time zone: Eastern

Send my message now

Send my message on this day:

May / 4 / 2009

At this time:

6 : 00 PM

Back Cancel Next

7. At any point in the call wizard process, you can click on the **Show Me How** button to watch a video demonstrating the new steps of the selecting contacts process.

