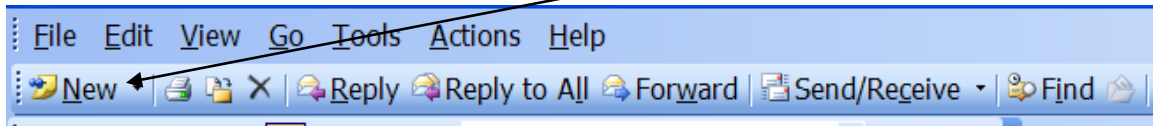
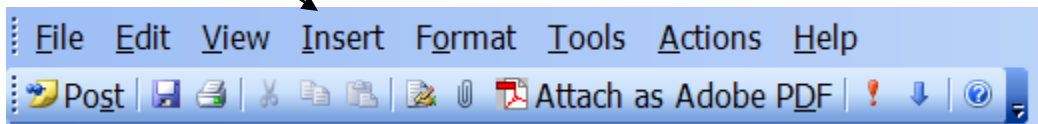


Directions for Posting Distribution Lists in Your School's Private Folder

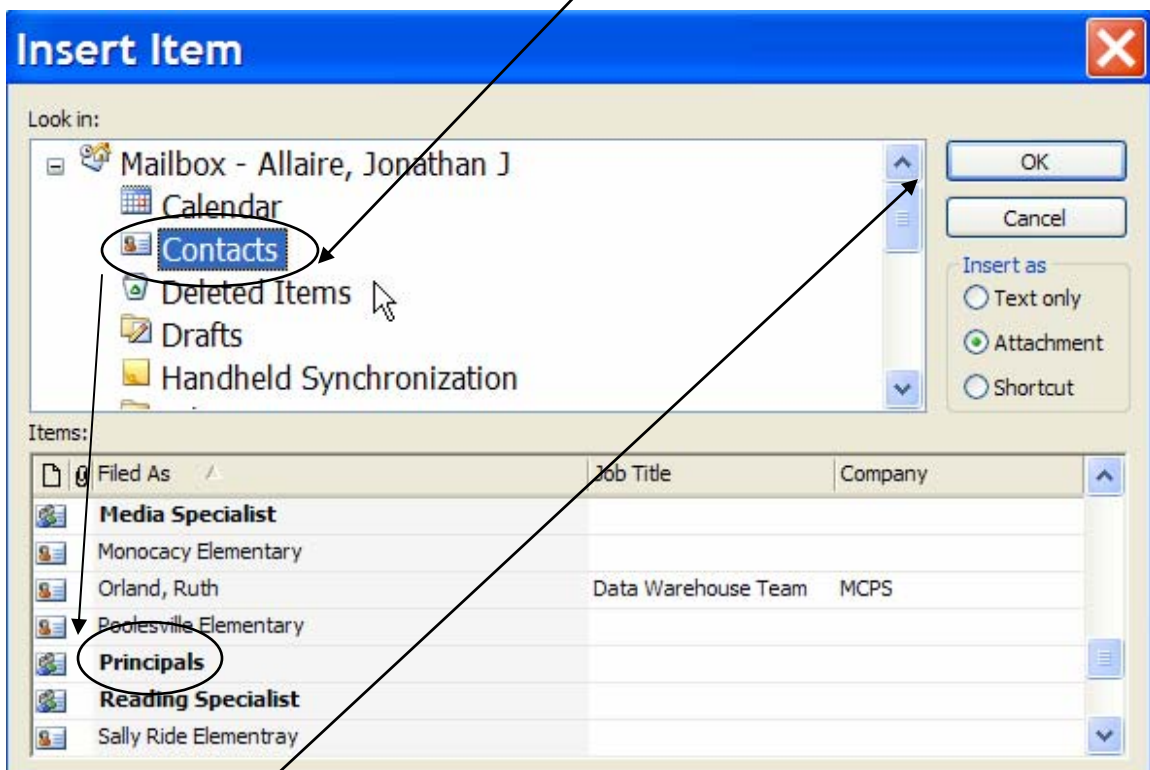
1. Create the distribution list(s) in your contacts.
2. Navigate to your school's private folder and create a new post in the private folder.



3. Choose Insert from the toolbar and then select Item.

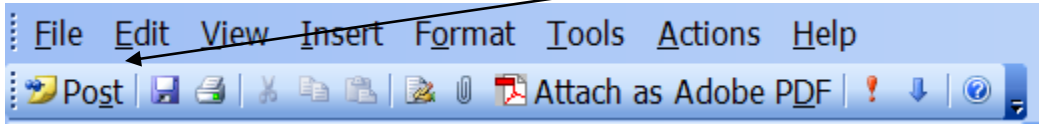


4. From the Insert Item screen select Contacts from the top screen and choose the distribution list from the bottom screen



4. Press the OK button from the Insert Item screen
5. The contact list will now be inserted into your post. Repeat steps one through 4 if you have multiple distribution lists to attach.

6. Once you have finished attaching all the distribution lists click the Post button on the toolbar.



7. Your post will now be in the school's private folder and the staff can open this post and then drag the attached list(s) to their Contacts button.



8. The distribution list(s) will now be in your Contacts.