



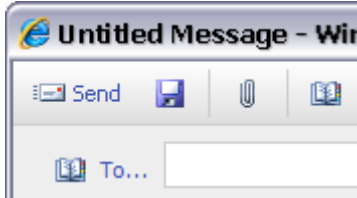
Tim Etzler

District Instructional Technologist  
tetzler@kingsvilleisd.com

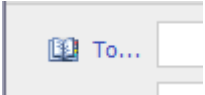
P.O. Box 871 / 207 N. Third  
Kingsville, Texas 78363  
Office: (361) 592-3387 x8157  
Fax: (361) 516-0278

## OWA - Global Address List

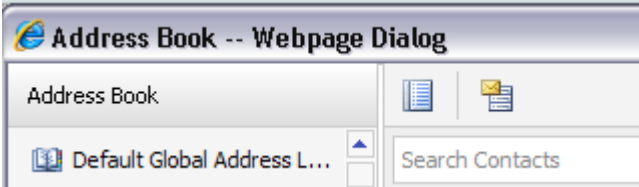
1. Left-click on the **New button** to open a new email window



2. In the email window left-click on **To:**

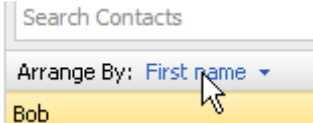


and the Global Address List is displayed by default

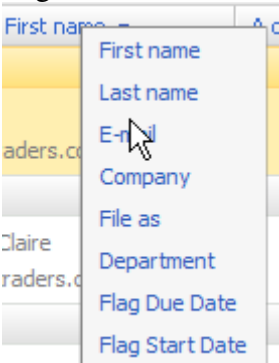


This is a listing of all employees that have a KISD OWA email address.

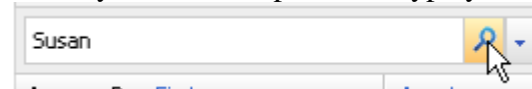
3. Left-click on the **Contacts module**



to get this



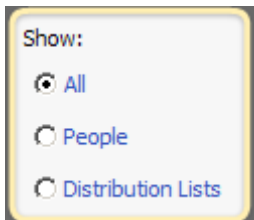
Select your Search option and type your criteria in the Search box



and then left-click on the Search icon and entries associated with the work Susan will be displayed below in the address list

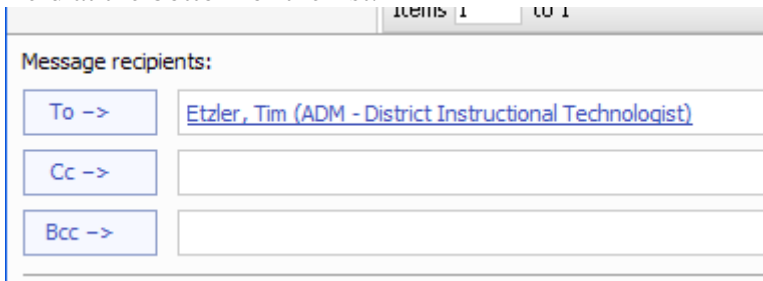
to display different option to search for names

4. You can filter Search entries by **All, People or Distribution Lists**



**All** shows both People and Distribution Lists in your search. Left-click to select the radio button next to **People** and only employee emails will be displayed and the same for **Distribution Lists**

5. Once you have found the email address simply double left-click on the entry and it will appear in the **To:** field at the bottom of the list.



Message recipients:

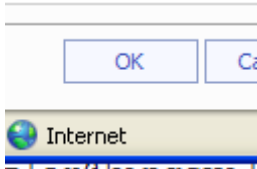
To -> Etzler, Tim (ADM - District Instructional Technologist)

Cc ->

Bcc ->

NOTE: This same procedure will also work for the Cc and Bcc fields.

6. To add more email address to the same field simply repeat the Search procedure again or if you know the email address you can type the recipients information manually into the field
7. When finished then left-click on **OK**



OK Cancel

Internet

and this will take you back to the email screen

8. Compose your email and then left-click on **Send**

