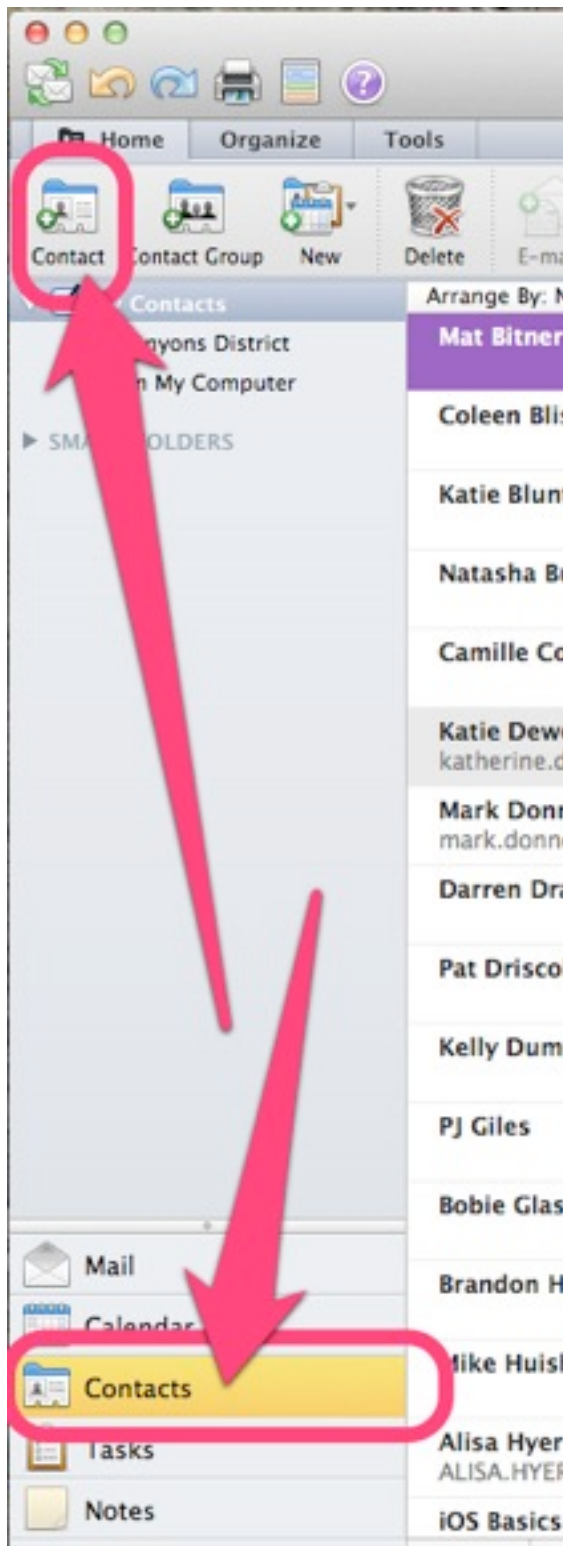




Creating Parent Contact Groups Using Outlook

Canyons School District
Education Technology Department
9361 S. 300 E.
Sandy, UT 84070
Help Desk: 801-826-5544



Parent contact groups can really help keep those parents in the loop. Letting them know about important projects and what the students are learning opens a great path to communication with very little effort on the teacher's part.

The initial set up of this process can take some time, but it will make future interactions with parents much more beneficial and efficient! There's no paper for the students to lose on the way home! One way to make the set up quicker is to copy/paste parent emails from Skyward.

**Remember the keyboard shortcuts to copy/paste

Copy: command+C

Paste: command+V

To get started, open Outlook and create individual contacts. This will make it easier to email individuals, and the contact group will come together much quicker- keep reading!

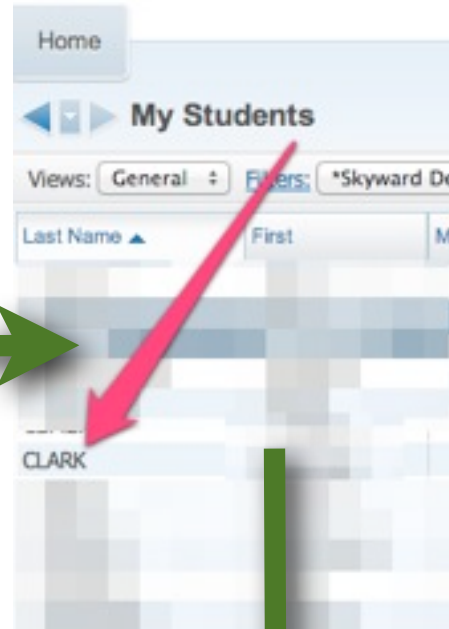
- Make sure the "contacts" tab is highlighted on the bottom
- Then click the "contact" icon at the top of the screen



First, how to find parent emails on skyward. Confidential information has been blocked from these screen shots, but the locations are the same on your screen.



Choose the student by clicking on the name of the student in the list.



**Remember to copy/paste, use the shortcuts (it's much more efficient).

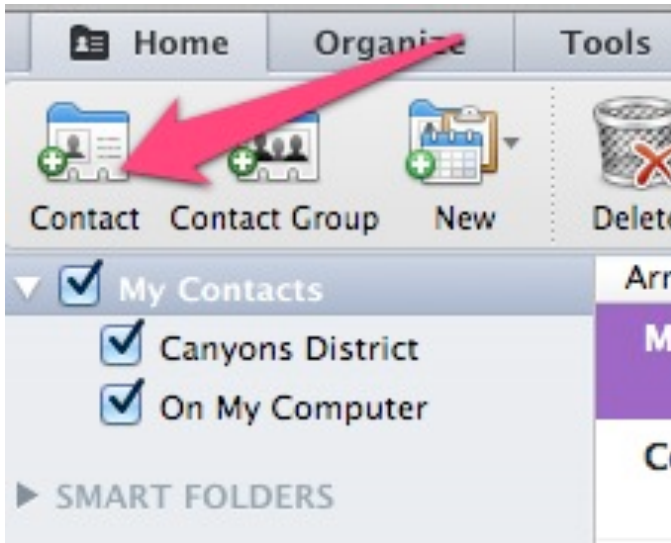
copy: command+C
paste: command+V

When finished with this student's information, select the next student from the drop-down menu at the top of the window.





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Back to Outlook, click the +contact icon to create a new contact.

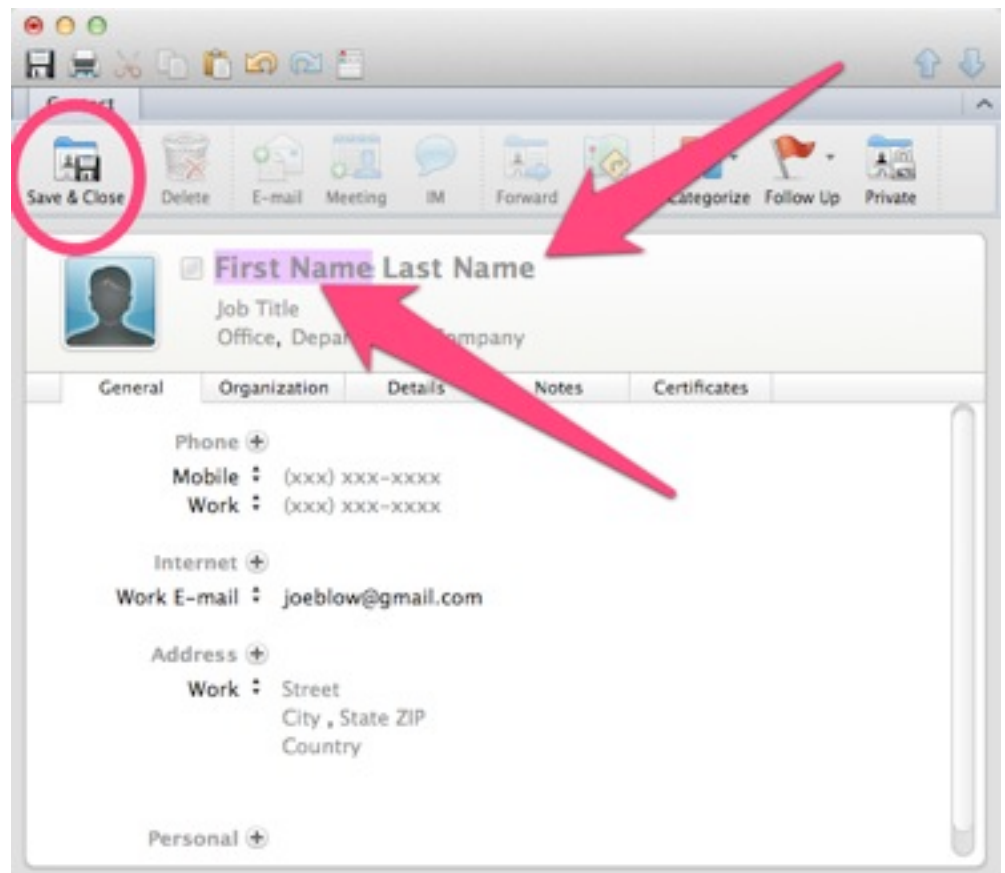
Type in the First and last name by clicking that area of the contact screen. Add the email by clicking and pasting the email copied from skyward.

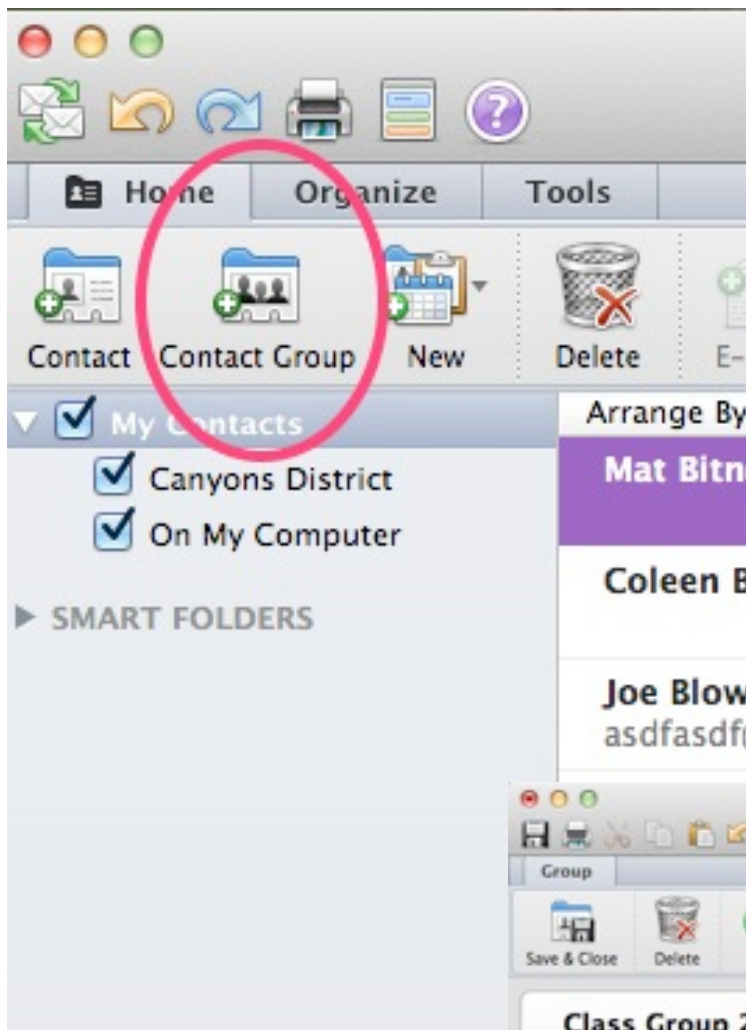
To add other emails, you can add them to this contact by selecting the “plus” sign by the Internet section, above “work email” or by adding a new contact.

For different people, I would add multiple contacts for multiple parents.

Save & Close.

Repeat this process until all your parents have been added as contacts.

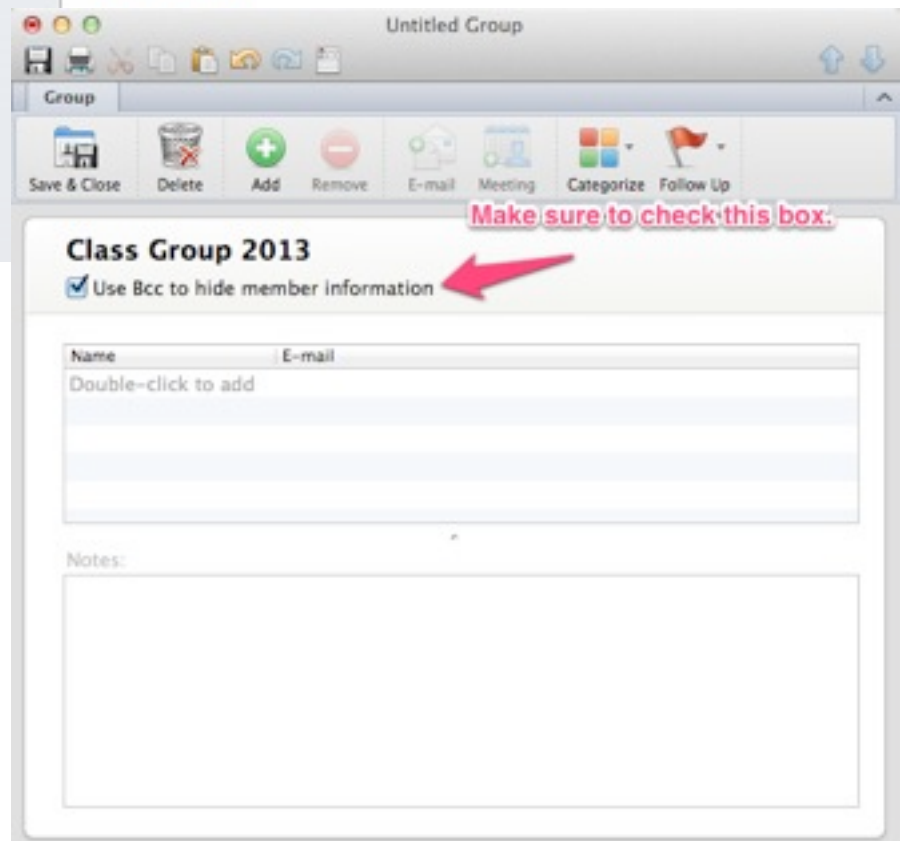


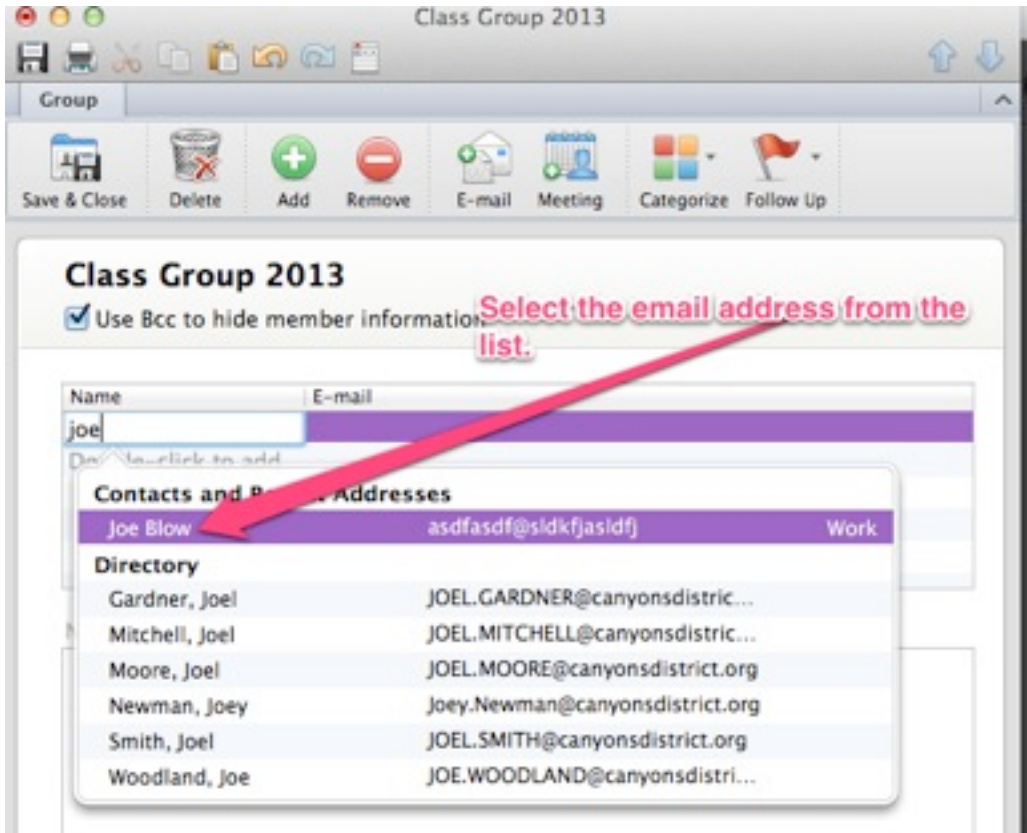


Now that all the contacts have been added, click the contact group icon to create a new contact group.

This box will pop open. Make sure and click the “use BCC to hide member information”. This will keep your parents from seeing one another’s emails when you send a group email.

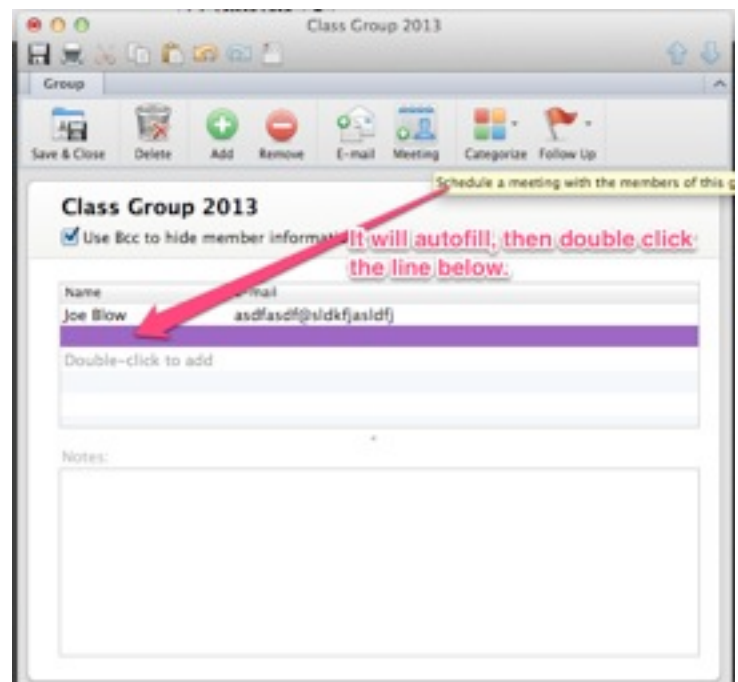
From here, you can double click to add contacts in the space. If you’ve already added contacts, the next part of the process should go quickly.





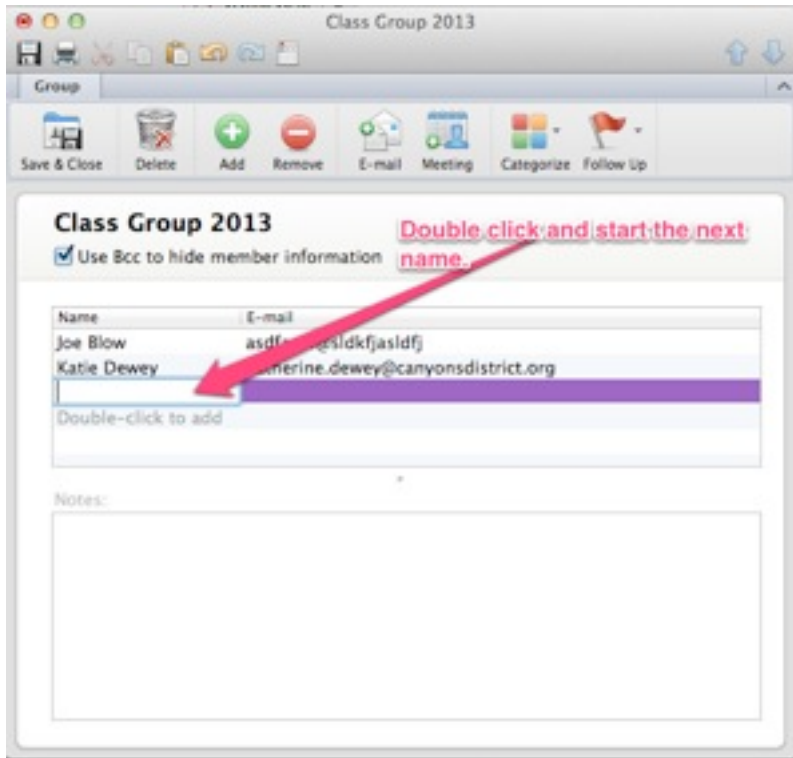
As you start a name, a list should appear that will allow you to choose the contact from your list of contacts.

Select from the list, then double click to add another. Repeat until all the parents have been added to this group.

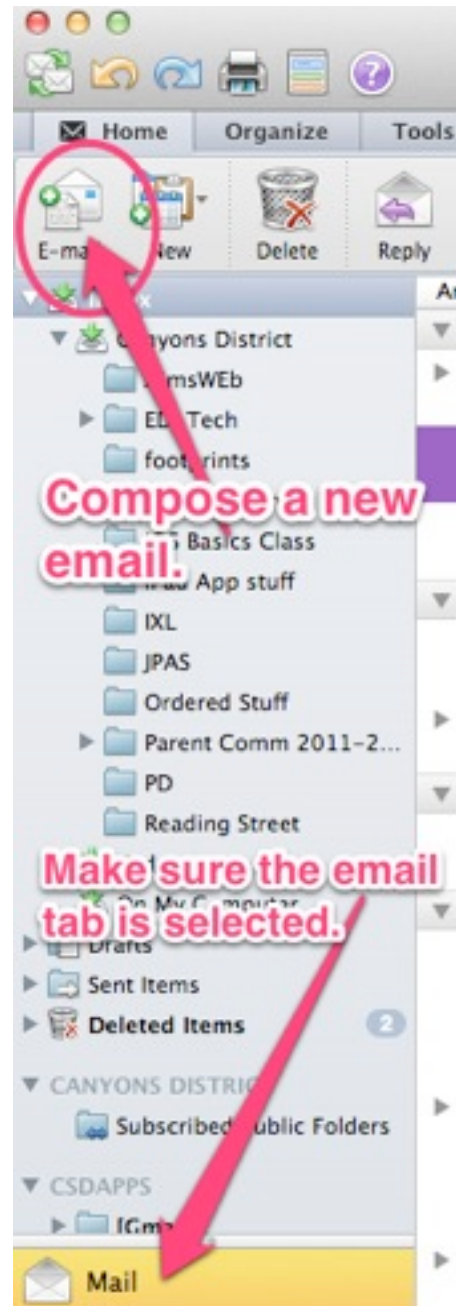




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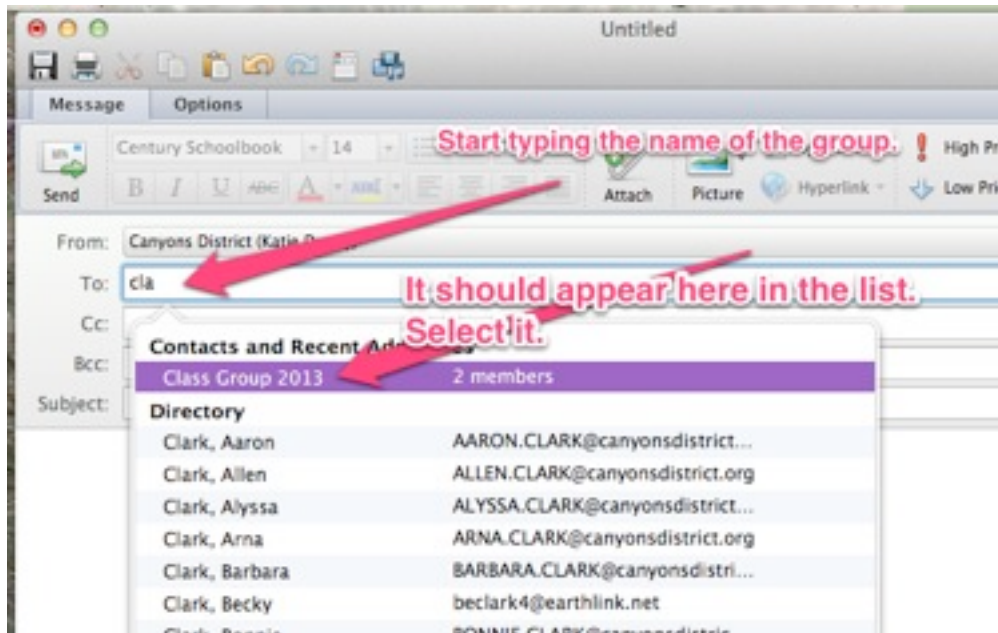
This is what you should see as you repeat the process.



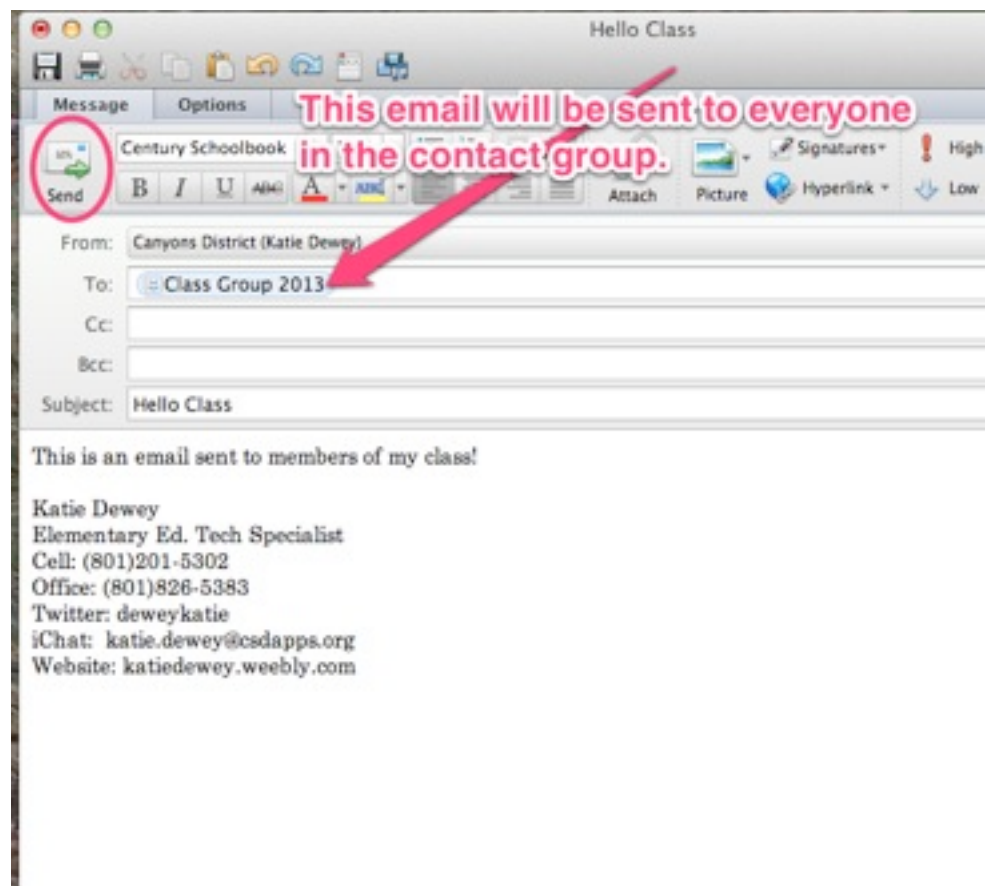
Once your contact group is complete, follow these steps to send an email to the group. The process is the same as if sending to an individual.



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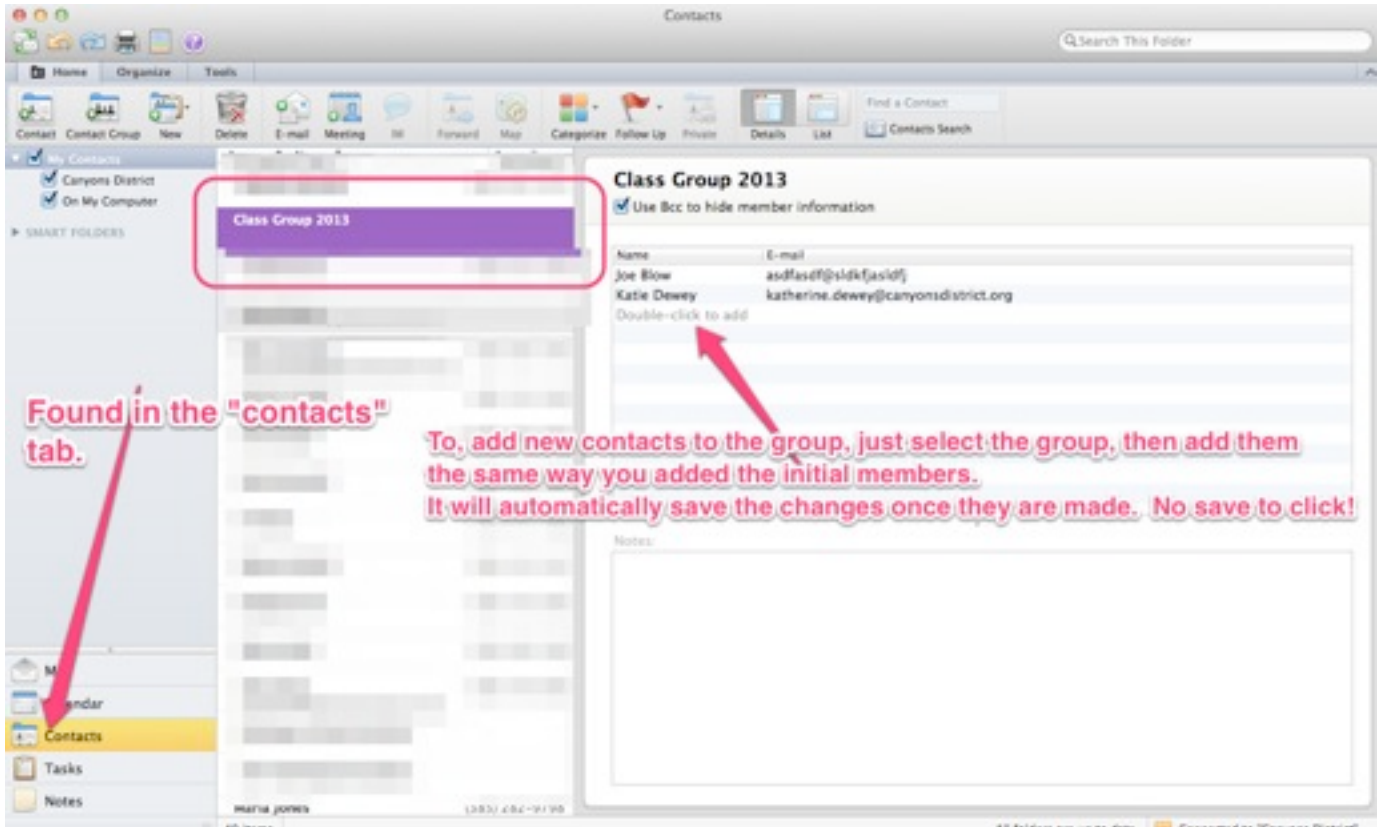
Sending an email to all the parents is as easy as sending to one. Just start typing your group name in the To: bar in your email composition.



Tip it's a good idea to Cc your principal in the email to keep him/her in the loop. Also make sure and proofread any mass emails.



To add contacts to the group after it was created, follow similar steps to the ones above. There is no need to click a “save” button, it will save changes automatically.



To remove a contact, right click or hold the control key while you click the contact's name.

Then, you will have the option to remove it from the list.