

IMPORTANT NOTE when emailing Adjunct Professors:

Any emails to Adjunct Professors should have the Adjunct email group in the BCC box so that the email addresses of the Adjunct Professors are not broadcast to everyone.

The Adjunct email list was set up in a different way from the other Law email lists (e.g. “Law – Everybody”, etc.) this is so that it is easier to keep the list up to date.

In order to access the list, you will need to do the following (**you only need to do this once and then Outlook will remember the list the next time you type in the name**):

To access it in your Outlook desktop program:

1. Highlight your Inbox.
2. Then click on the “Folder View” icon at the bottom left of your Outlook screen (it will be the yellow unnamed folder icon which says “Folder List” when you place your mouse cursor over it).
3. If you now scroll down in the left hand window where your folder list is, you will see a folder called “Public Folders” at the very bottom.
4. Click on the plus (+) sign to expand the list.
5. Expand (in the same way) the “All Public Folders” folder that shows up.
6. Scroll down until you see the “Law” folder
7. Expand it by clicking on the plus (+) next to it.
8. Highlight the “Adjunct Contacts and List” folder that shows up.
9. Right-click this folder and select “Properties”.
10. Click on the “Outlook Address Book” tab.
11. Put a check in the box to the left of “Show this folder as an email Address Book”.
12. Click the OK button.
13. This first step allows you to access the Adjunct address book in Outlook.

To send an email to the Adjuncts list using the Outlook desktop program:

(this only needs to be done the first time – after this Outlook will remember the name)

1. Open a new email.
2. Type “law” into the “Bcc:” box (remember my important note above!).
3. (to show the Bcc box, click on the down-arrow to the right of the Options icon and select “Bcc”)
4. Click on the “Check Names” icon (the person with the check mark).
5. In the window that pops up, click on the “Show More Names” button.
6. In the top right of the window that pops up, there is a “Show Names from the” box.

7. Click on the down-arrow next to the box that says "Global Address List".
8. **Scroll up** in this list until you see the "Adjunct Contacts and List" address book and click on it.
9. Assuming you typed "law" in point #2 above, you will see the "**Law – Adjuncts_Fall_Term**" and "**Law – Adjuncts_Spring_Term**" email list at the top of the list.
10. Since it is already highlighted, you can click OK.
11. You should now be back in your email with "Law – Adjuncts_Fall_Term" and or Law – Adjuncts_Spring_Term" in the "Bcc:" box.
12. After this, whenever you start typing "law" into a new email in the To, Cc or Bcc boxes, this list will show up as a suggestion .