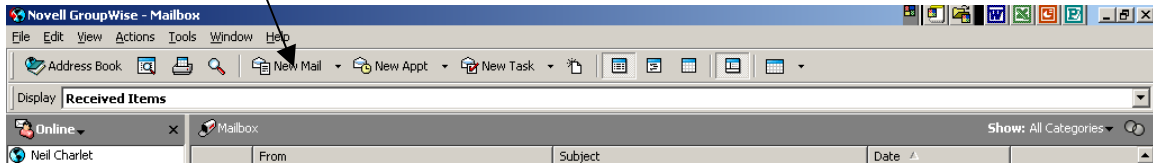
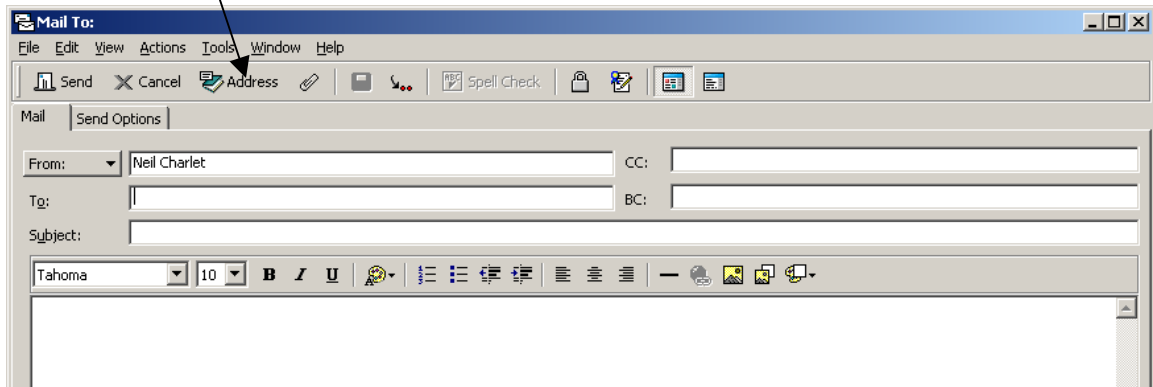


# Teacher Access to student e-mail addresses using the GroupWise Client

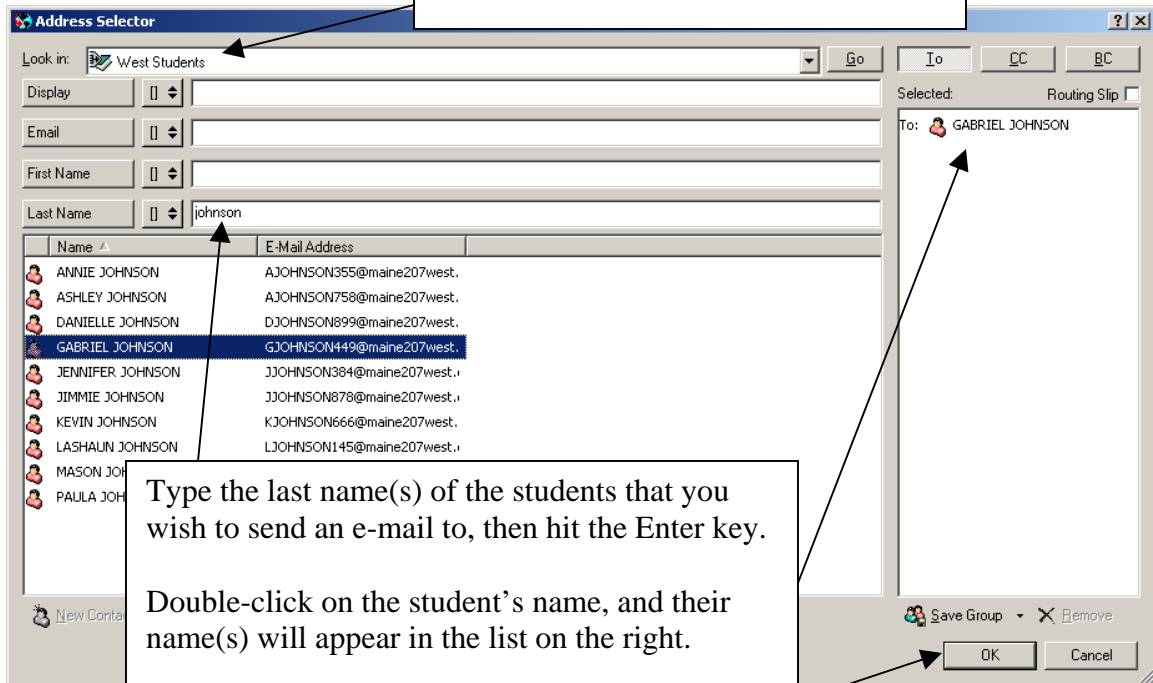
Click on the **New Mail** button.



Click on the **Address** button.



Make sure **West Students** is selected



Type the last name(s) of the students that you wish to send an e-mail to, then hit the Enter key.

Double-click on the student's name, and their name(s) will appear in the list on the right.

Click **OK**



**Address Selector**

Look in: West Students

Display: [ ] [ ]

Email: [ ] [ ]

First Name: [ ] [ ]

Last Name: [ ] [ ] johnson

Name	E-Mail Address
ANNIE JOHNSON	AJOHNSON355@maine207west.
ASHLEY JOHNSON	AJOHNSON758@maine207west.
DANIELLE JOHNSON	DJOHNSON899@maine207west.
GABRIEL JOHNSON	GJOHNSON449@maine207west.
JENNIFER JOHNSON	JJOHNSON384@maine207west.
JIMMIE JOHNSON	JJOHNSON878@maine207west.
KEVIN JOHNSON	KJOHNSON666@maine207west.
LASHAUN JOHNSON	LJOHNSON145@maine207west.
MASON JOHNSON	MJOHNSON366@maine207west.
PAULA JOHNSON	PJOHNSON840@maine207west.

Selected: Routing Slip

To: GABRIEL JOHNSON  
LASHAUN JOHNSON  
MASON JOHNSON  
GABRIEL JOHNSON  
JIMMIE JOHNSON

Name: KEVIN JOHNSON  
E-Mail Address: KJOHNSON666@maine207west.org  
First Name: KEVIN  
Last Name: JOHNSON

\* From this same window, you may also create a **“Group”** of students by clicking on the **“Save Group”** button.

Save Group Remove  
OK Cancel

**Address Selector**

Look in: West Students

Display: [ ] [ ]

Email: [ ] [ ]

First Name: [ ] [ ]

Last Name: [ ] [ ] johnson

Name	E-Mail Address
ANNIE JOHNSON	AJOHNSON355@maine207west.
ASHLEY JOHNSON	AJOHNSON758@maine207west.
DANIELLE JOHNSON	DJOHNSON899@maine207west.
GABRIEL JOHNSON	GJOHNSON449@maine207west.
JENNIFER JOHNSON	JJOHNSON384@maine207west.
JIMMIE JOHNSON	JJOHNSON878@maine207west.
KEVIN JOHNSON	KJOHNSON666@maine207west.
LASHAUN JOHNSON	LJOHNSON145@maine207west.
MASON JOHNSON	MJOHNSON366@maine207west.
PAULA JOHNSON	PJOHNSON840@maine207west.

Selected: Routing Slip

To: GABRIEL JOHNSON  
LASHAUN JOHNSON  
MASON JOHNSON  
GABRIEL JOHNSON  
JIMMIE JOHNSON

Name: KEVIN JOHNSON  
E-Mail Address: KJOHNSON666@maine207west.org  
First Name: KEVIN  
Last Name: JOHNSON

Once you've finished selecting the student(s) you wish to e-mail, click the **OK** button.

Save Group Remove  
OK Cancel

