

# Creating Email Distribution Lists for a Class Section

Administrative & Academic Computing



Information Technology Services  
Tennessee Technological University  
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Email distribution lists can be easily created for each class section that a faculty member teaches. Such lists make it possible to send messages to all the students in your section. You will need access to the *Student Information System (SIS)* database. If you do not already have access to this system, please complete a **TTUMIS Request Form** (*From the TTU home page, under Computing → Forms*), and return it to **Records, Box 5026**.

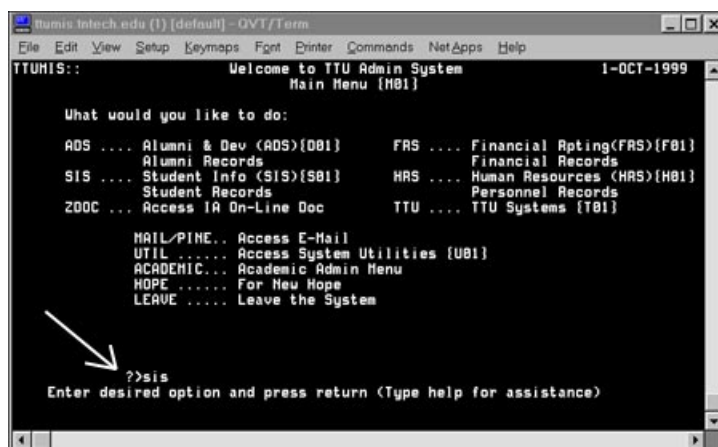
*Remember that this information is confidential and no one other than the instructor of the course should be allowed access to the created lists.*

## Creating the Distribution List

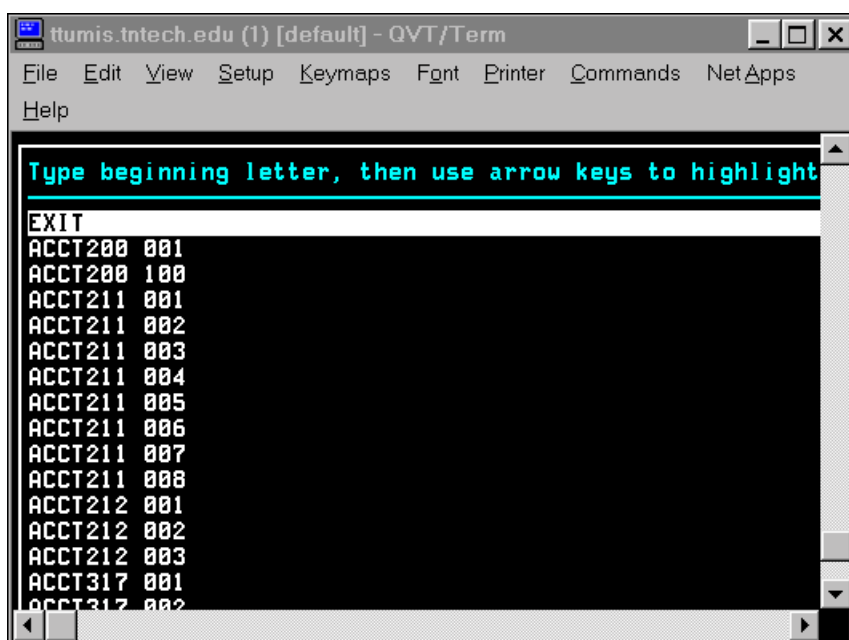
*On or after* the first day of classes:

- 1) Log into your TTUMIS account.
- 2) From the *TTUMIS Main Menu*, at the `?>` prompt type:

```
?>SIS [Enter]
?>reports [Enter]
?>classwindow [Enter]
```



- 3) Wait while the window comes up. A list of course sections ids that are valid for the current semester will be displayed.
- 4) Select your course section by **typing the first letter** of the departmental code and using the **arrow keys** on the keyboard to scroll up or down to the exact section.
- 5) When your section is highlighted, press [Enter].



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## Creating the Distribution List (cont.)

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- 6) You will see the message shown above. Your request for an email distribution list is submitted to the VMS batch queue for processing. This may take some time depending on the number of jobs submitted.
- 7) A list of email addresses for this class section in the form *abc1234@tntech.edu* will be mailed to your default email address. This file will also include the student's first and last name. Each field will be separated by commas.
- 8) You will then be returned to the list of courses. You may select another course or press [**Enter**] while **Exit** is highlighted to return to the *Reports Menu*.
- 9) At the ?> prompt, type **Leave** and press [Enter] to logoff.

**Please note:** Distribution lists can be created for the current term *on or after the first day of classes for that term*. Once you have created a list for your class section, your file will not be automatically updated when a student drops or adds class sections. You can recreate an updated list any time by repeating steps 1 through 9 above. You may especially wish to do this after the drop/add deadline.

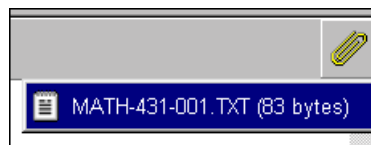
*If you have any questions or problems creating your distribution list, please contact Kay Hume at 3976 or Richard Cashion at 3973.*

## Importing the Distribution List into an *Outlook Express* style Address Book

Locate the distribution list message:



- 1) Open *Outlook Express*.
- 2) After a time, you will see a message *to* yourself that was sent *from* yourself.
- 3) There will be *no* actual text to the message, but there will be an *attachment*.
- 4) This attachment contains each student's email address, last and first name for a class section.
- 5) The file is named as the *subject area - course number - section number* and is a text file (.txt).  
For example, **math-431-001.txt**

Save the attachment:



- 1) Click on the paper clip and then on the filename.
- 2) Select  **Save to disk**.
- 3) Browse to a convenient location to save the file (such as *My Documents*).
- 4) Click **Save**.

Minimize Outlook Express and open Windows Explorer to Create an Address Book:

- 1) Minimize *Outlook Express* 
- 2) Open Windows Explorer from the **Start** menu:  
**Programs → Windows Explorer**  
or **Programs → Accessories → Windows Explorer**  
or in the taskbar click on the *Windows Explorer* icon. 
- 3) Browse to a convenient folder location, such as *My Documents*
- 4) **File → New → Folder**
- 5) Give the new folder a convenient name, such as **Class Email Address Books**
- 6) Double click to open the folder.
- 7) **File → New → Text Document**
- 8) Name the new document appropriately for your class with the extension **.wab**  
For example, **Math431.wab** You may create as many address book files as needed for the number of classes you teach. (*Note: wab stands for Windows Address Book*).
- 9) Click **Yes** when you receive the warning: "If you change a filename extension, the file may become unusable. Are you sure you want to change it?"
- 10) **Double-click** to open the address book file (e.g. **Math431.wab**).
- 11) Opening a file with the extension **.wab** causes the **Address Book** accessory to run, so that you may import the class addresses into this specific address book.

***Please note that the steps on the following pages all take place in the Address Book accessory and not directly in Outlook Express.***

## Importing into an Outlook Express style Address Book (cont.)

To import this information into your address book:

- 1) From the menu, select:  
**File → Import → Address Book**  
(In version 5.0, select  
**Other Address Book**)

- 2) Select the last file type listed:  
**Text File (Comma Separated Values)**

- 3) Click **Import**

- 4) Under *Choose a file to import:*  
Click **Browse**.

- 5) Near the bottom, under *Files of type:*  
Select **Text Files (\*.txt)**

- 6) Locate your file in the location you selected to store it, such as **math-431-001.txt** in *My Documents*.

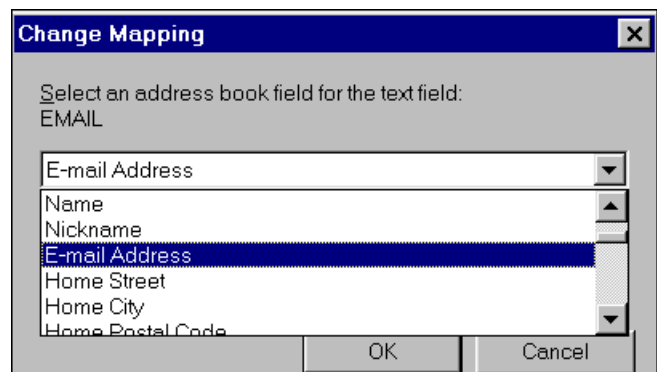
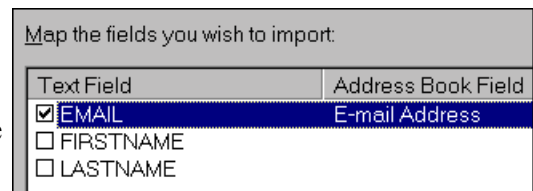
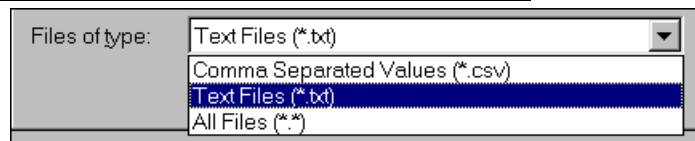
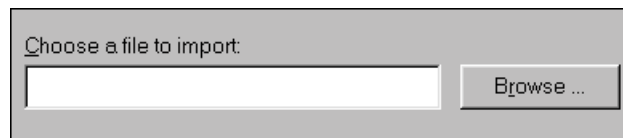
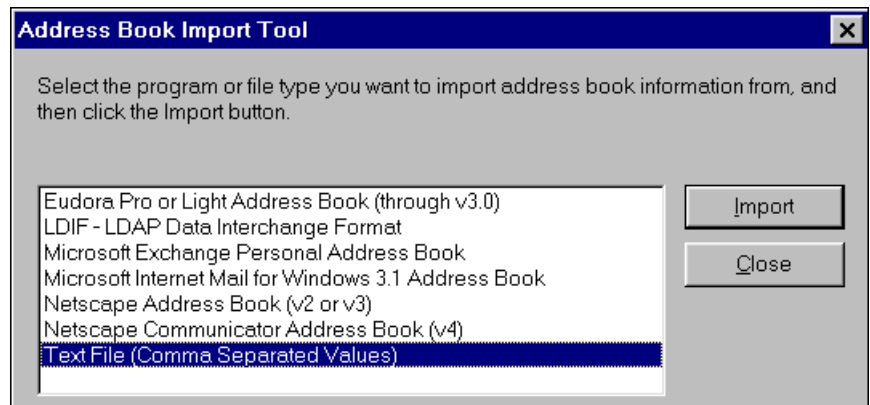
- 7) **Double-click** to select the file.
- 8) Click **Next**.

Map the fields to your address book:

- 1) Click to  check the EMAIL box under Text Field.
- 2) To indicate where to import this information, select the field, **E-mail Address**, from the pulldown menu.
- 3) Click **OK**.
- 4) Click to  check the FIRSTNAME box.
- 5) Select **First Name** from the pulldown menu.
- 6) Click **OK**.
- 7) Click to  check the LASTNAME box.
- 8) Select **Last Name** from the pulldown menu.
- 9) Click **OK**.

If you see a field “IGNORE”, ignore it.

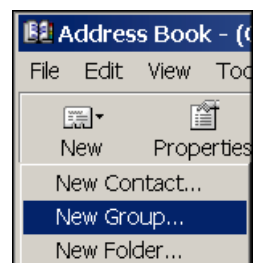
- 10) Click the **Finish** button.
- 11) Click **OK** in the *Address book import has been completed successfully* box.
- 12) Click **Close** to close the file type selection box.



## Sending Email to your Class from the Windows *Address Book* Accessory

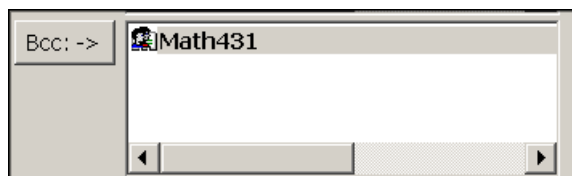
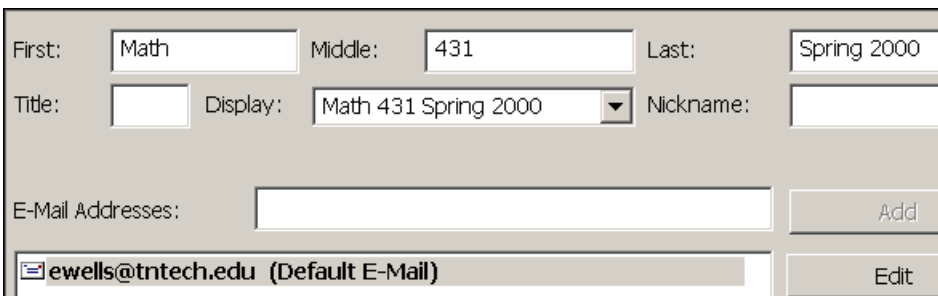
To create a group:

- 1) Select **File** → **New Group** or **New** button → **New Group**
- 2) Type a group name such as *Math431*
- 3) Click the **Select Members** button.
- 4) **Click** on the first name in the list, scroll down, **Shift + Click** on the last name.
- 5) Click on the **Select** button to move all the names at once into your group.
- 6) Click on **OK** when you are done selecting names.
- 7) Click on **OK** to close your new Group.



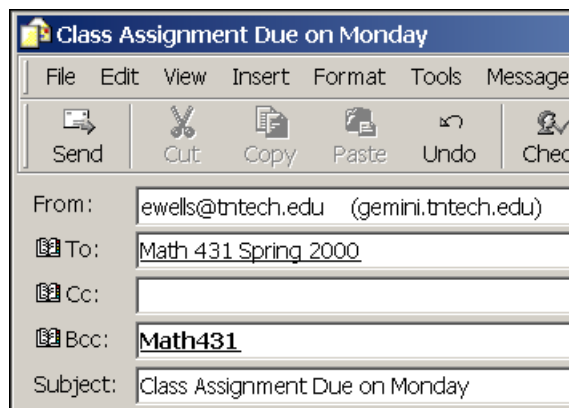
To send an email message to your class without a large header:

- 1) **File** → **New Contact** or **New** button → **New Contact**  
Create a new contact to represent your own email address, but use the class name instead of your own name →
- 2) Click **OK**.
- 2) **Select** your new entry which shows your own email address with the class name (*Math 431 Spring 2000*) from the list of names in the address book.
- 3) From the menu, **Tools** → **Action** → **Send Mail**  
(Or in earlier versions **Tools** → **Send Mail**).
- 4) A new message window will appear showing the message is from you, and is to the class.
- 4) **Click** on the **Bcc:** icon (*In earlier versions, if you don't see the Bcc., just click on To: to get to the selection window.*)
- 5) Highlight the class group name *Math431*
- 6) Click on the **Bcc:->** button.
- 7) Click **OK**.
- 8) Click on the **Send** button.



Using this technique, each class member will see that the message is to the class name (e.g. *Math 431 Spring 2000*) and will not see a long list of the entire class's email addresses.

**Remember to open each address book directly to send mail. Double-click on the address book filename from within Windows Explorer. These address books are separate from the one you have set up in Outlook Express and not directly accessible from there.**




## Importing the List into a Netscape Communicator Address Book

*Please note that while Netscape Communicator is not supported by Information Technology Services, here are some brief instructions for those who may be using it.*

### Locate the distribution list message:

- 1) Open *Netscape Communicator Messenger*.
- 2) After a time, you will see a message **to** yourself that is **from** yourself.
- 3) There will be **no** actual text to the message, but there will be an **attachment**.
- 4) This attachment contains each student's email address, last and first name for a class section.
- 5) The file is named as the *subject area - course number - section number* and is a text file (.txt).  
For example, **math-431-001.txt**

### Save the attachment:

- 1) Click on the attachment to open it.
- 2) In the menu, **File** → **Save As**.
- 3) Browse to a convenient location to save the file, such as *My Documents*.
- 4) Click **Save**.
- 5) Close  the attachment.

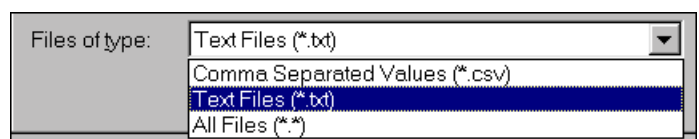
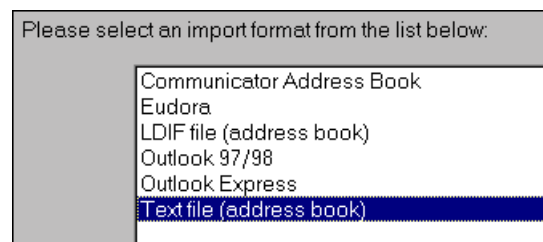
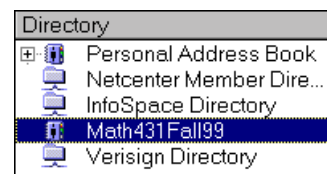
### Create a new address book for each class:

- 1) In the menu, select **Communicator** → **Address Book**
- 2) In the address book, select **File** → **New Address Book**
- 3) Type a new name, descriptive of your class. For example: *Math431Fall99*
- 4) Click **OK**.

*Note that you can create a new address book for each class section.*

### Import the email addresses:

- 1) **Select** this address book by clicking on it in the directory list.
- 2) From the menu, select **File** → **Import**.
- 3) Select the last file type listed: **Text file**
- 4) Click **Next**
- 5) File Format: **Comma Separated (CSV)**
- 6) Click **Browse** to locate your saved attachment.
- 7) In the Open file window near the bottom, under **Files of type:** select **Text Files (\*.txt)** so that you can see files with this ending.
- 8) Locate your file where you selected to store it.
- 9) **Double-click** to select the file.



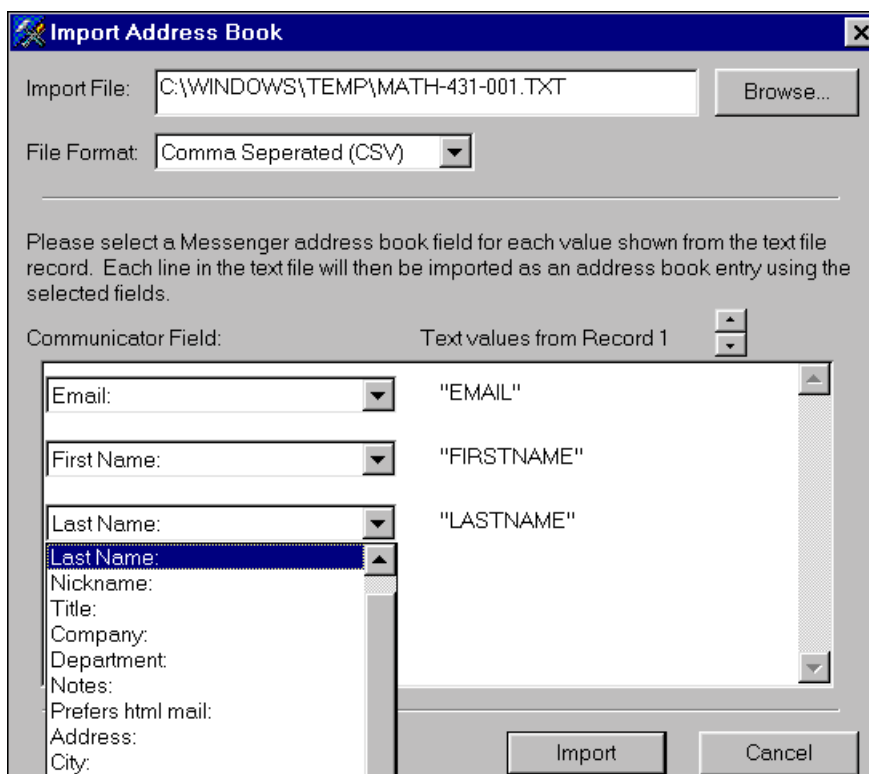
## Importing the List into a Netscape Communicator Address Book (cont.)

Map the fields to your address book:

- 1) Click in the first *Communicator Field* box and select **Email** from the pulldown menu. ▾
- 2) Click in the second box and select **First Name** from the pulldown menu. ▾
- 3) Click in the third box and select **Last Name** from the pulldown menu. ▾
- 4) Click **Import**.

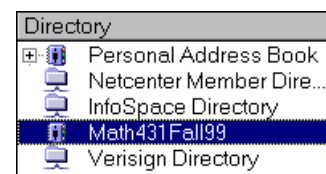
*Note that in Netscape, the header line will also be imported as FIRSTNAME LASTNAME.*

*Select and delete that entry from your address book.*

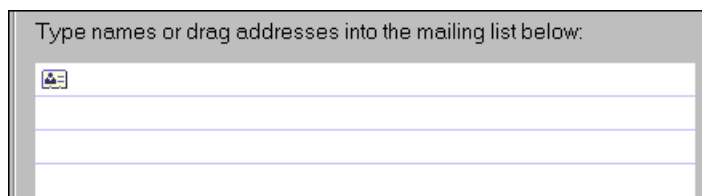


## Create a List Consisting of Class Members in Netscape

- 1) Select **Communicator** → **Address Book**
- 2) Select your *class address book* (e.g. Math431Fall99)
- 3) Click on the **New List** icon in the toolbar.
- 4) Choose a descriptive name for your class section and type it in under **List Name** (e.g. Math 431 Students).



- 5) Move the *Mailing List* window to one side, so that you can see class members in the address book listing.
- 6) Click on the first name in the list. Hold the **shift** key down and click on the last name in the list.
- 7) Drag the names to the mailing list →
- 8) Click **OK**.
- 9) Close **X** the Address Book.



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## Create a List Consisting of Class Members in Netscape (cont.)

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To send a message to your class section:

- 1) Click on **New Message** in the toolbar.
- 2) Click on **Address** in the toolbar.
- 3) Select the appropriate address book (e.g. Math431Fall99).
- 4) Click on the **List Name** (e.g. *Math 431 Students*) for the class.
- 5) Click **OK** and type your message.

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## Getting Help

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With SIS and ClassWindow:

If you have a question about **SIS and ClassWindow**, please contact Kay Hume at 3976 or by email at [KayTHume@tntech.edu](mailto:KayTHume@tntech.edu) or Richard Cashion at [RCashion@tntech.edu](mailto:RCashion@tntech.edu).

With Outlook Express and the Address Book Accessory:

For questions on **Outlook Express** or the **Address Book Accessory**, you may wish to consult the online help included with each. From the menu bar, select **Help → Contents and Index**.

Handouts on using **Outlook Express** and other programs are available on the web. From the TTU home page go to **Computing → Publications** (at [www2.tntech.edu/its/pubs/](http://www2.tntech.edu/its/pubs/)).

If you have a question about **Outlook Express** or the **Address Book Accessory** that the online help does not address, please contact your college contact or the *Microcomputer Support Office* at 6315 or via email at [MicroSupport@tntech.edu](mailto:MicroSupport@tntech.edu)

With Netscape Communicator Messenger:

To get help with **Netscape Communicator** consult the online help included with it:  
**Help → Help Contents.**

*This program is not currently supported by Information Technology Services.*