

DA HOW Monday night Email Instructions

1. Go to outlook.com
2. Sign in with the DA HOW email and password:
 - a. Email: See the document "DA HOW Zoom and Email Sign-Ins." You can get this document from the previous Email/Phone List Coordinator or the Service Coordinator.
 - b. Password: See the document "DA HOW Zoom and Email Sign-Ins." You can get this document from the previous Email/Phone List Coordinator or the Service Coordinator.
3. To send weekly email to the full member list:
 - a. Go to upper left corner and click "New mail"
 - b. In the "To" line start typing "DA HOW" and choose "DA HOW full member list"
 - c. Attach the phone list. You can get the current phone list from the Sponsor List Coordinator.
 - d. Subject line: There is no predetermined subject line you should use, but make it clear this is the Monday Night DA HOW Zoom link.
 - e. Put the content on the next page into the body of the email – the Zoom account coordinator may need to send updated content:

Note: The Zoom link, Meeting ID and Passcode are the same every week.

Link to Monday Night DA HOW website, which contains Zoom information and meeting documents <https://www.dahowmondaynight.org>

DA HOW is inviting you to a scheduled Zoom meeting.

Topic: Monday Night DA HOW Meeting

Time: 7:00 PM Monday CT/8:00 PM ET/5 PM PT

Every week on Monday

Join Zoom Meeting

<https://us02web.zoom.us/j/82818542024?pwd=VCtYVkdnSUdkanhoTHc3bE9aOUFNUT09>

Meeting ID: 828 1854 2024

Passcode: 769415

One tap mobile

+13126266799,,82818542024#,,,,*769415# US (Chicago)

+16465588656,,82818542024#,,,,*769415# US (New York)

Please download and import the following iCalendar (.ics) files to your calendar system.

Weekly:<https://us02web.zoom.us/meeting/tZYlduGtqjkqGND488gI7bW5N37pg5pLO96>

a/ics?icsToken=98tyKuGqpjoiH9CXsBuDRpwQGoj4We_wiHpfY15yEe9BAkEYDSjGLEVlrUqAPT

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US

(Houston) +1 669 900 9128

US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 647 558 0588 Canada

+1 778 907 2071 Canada

+1 204 272 7920 Canada

+1 438 809 7799 Canada

+1 587 328 1099 Canada








+1 647 374 4685 Canada

Meeting ID: 828 1854 2024

Passcode: 769415

Find your local number: <https://us02web.zoom.us/j/k11Jzdcin>

4. To **add** an email address to the DA HOW full member list:

- a. **On the left side** under the 9 dots  **Outlook** you will see a vertical list of icons.
- b. Look for the **“People”** icon  and **click on it.**
- c. Look for the **“New contact”** icon  **New contact**  and **click on it.**
- d. A box will pop up with several fields where you can **enter the person’s First Name, Last Initial, email address** and phone # if available. **Save the new contact.**
- e. Go to the **“All Contacts”** list  **All contacts** and **look for the person’s name** that you have just entered - **Click on the box to the left of their name**
- f. **Now look for “Add to list”**  **Add to list**  (*right of New contact – about middle of screen*) and **click on it.**
- g. You should see a pop-up that says: **“DA HOW Full member list”** - **click on that option** to add the person to the list.
- h. **Now the person is added to the email list!**

5. To **remove** an email address from the DA HOW full member list:

- a. **Follow the steps above**, and when you enter to edit the **“DA HOW Full member list”**, click the **“X”** on the right to choose the option to **“Remove from this list.”**