

## 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: Monday Night DA HOW Zoom Link.
  - e. Copy the body of the previous week’s email into the body of the email you plan to send. Occasionally the Zoom/Email Coordinator will give you different language to use in the body of the email, which may include a new Zoom link.
4. To **add** an email address to the DA HOW full member list:
  - a. **On the left side** under the nine dots, 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 at the top of the screen and click on it.
  - d. Click on **“New Contact.”**
  - e. 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.**
  - f. Go to the **“All Contacts”** list on the left side of the screen. Scroll down to **look for the person’s name** that you have just entered – **Click on the box to the left of their name**
  - g. **Now look for “Add to list”** (at the top, to the right of New Contact—about middle of screen) and **click on it.**
  - h. You should see a pop-up that says: **“DA HOW Full member list”** – **click on that option** to add the person to the list.
  - i. **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.”**