



EMAIL DISTRIBUTION LISTS

Now that most staff and many parents and students use e-mail, it can be an effective alternative means of communication. In addition to individually addressed e-mails, you can send out mass mailings to groups of people. These e-mail group mailing lists are referred to as Distribution Lists by the district e-mail software.

When using distribution lists, the following advice will improve their effectiveness.

1. Include a subject line that communicates what the message is about.
2. Respect the purpose of the Distribution List and only send e-mails appropriate to that list of people. Keep district distribution lists free of jokes, commercial messages and forwarded messages they may have already gotten from another list.
3. Instead of including an attached word document, copy the content into the e-mail. Don't include large attachments. It is better to include a link to more information on a website or ask them to reply for more information.
4. Reply to the individual sending the message, unless the reply is appropriate to the whole group.
5. Limit the number of e-mails you send to groups. Not everyone checks their e-mail regularly.

Using Distribution Lists maintained by the District

For a number of years, the district distribution lists were not kept up-to-date. This school year, there is an attempt to do that. If you have any questions about whether you are on a list, contact Steve Titchenal.

1. Click on the Address Book Icon in your e-mail program.

2. Choose **Global Address Book** next to **Find Names in:**

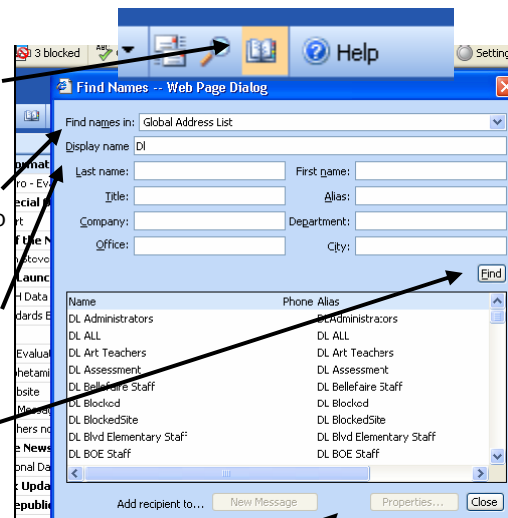
3. Type "DL" as the **Display Name** to search for

4. Click the **Find** Button

5. Scroll through the list and click on the DL list you wish to use.

6. Choose to **Add Recipient to...** and **Close** when finished

Staff DL lists go to all staff not just teachers. DL ALL is not available for general use.



WEBSITES OF INTEREST

- [www.chtu.org/Tech/Union Technologist](http://www.chtu.org/Tech/UnionTechnologist) and clickable links from this newsletter.
- [www.chtu.org/teaching/Cleveland Heights Teachers Union Teaching portal](http://www.chtu.org/teaching/ClevelandHeightsTeachersUnionTeachingportal).

VOTE BY MAIL—DEADLINE NOVEMBER 4TH

Anyone can get an absentee ballot and vote by mail. No need to stand in line on election day. You must apply for an absentee ballot by November 4th and the actual ballot must be received by November 7th. To meet those deadlines, it is a good idea to apply soon.

Most county board of elections have absentee ballot applications and mailing information on their website. If not the state site has it.

Absentee Ballot Application for any County:

www.sos.state.oh.us/sos/PublicAffairs/VoterInfoGuide.aspx?Section=16

Specific Counties:

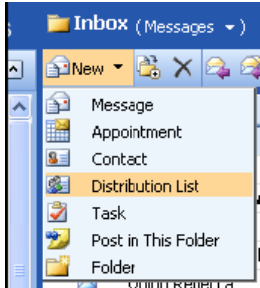
boe.cuyahogacounty.us/

co.geauga.oh.us/departments/elections/absentee_voting.asp

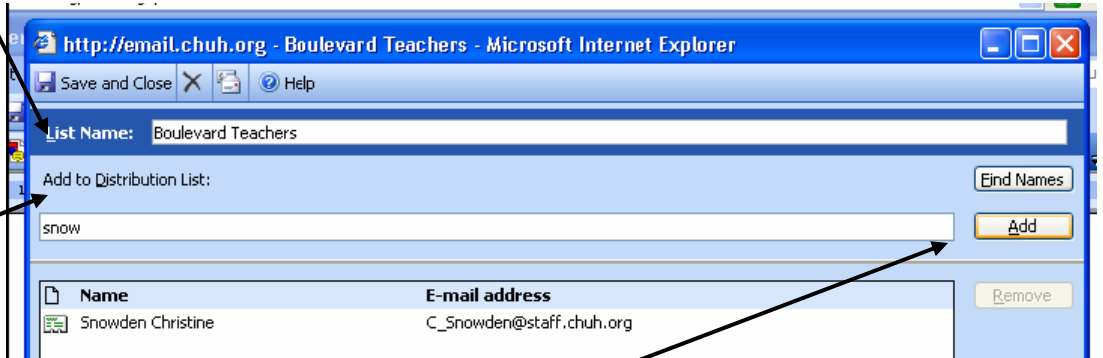
www.summitcountyboe.com/

DISTRIBUTION LISTS (CONTINUED FROM PAGE 1)

Creating Personal Distribution Lists in Outlook Web Access



1. Click on Arrow next to New and Choose Distribution List
2. Enter a List Name that helps you identify its purpose.



3. For district staff, enter a last name to "Add to the Distribution List" (Enter enough of the last name to differentiate the staff member from others in the district.)

NOTE: Some district staff members may be temporarily missing from the district's global address book. If so, you can search for their e-mail address in the district staff directory at www.chuh.org/district_staff.html or just type in the full e-mail address if you know it.

4. For non district addresses, enter the full email address (name@domain). This will be the case for most parent and student addresses.

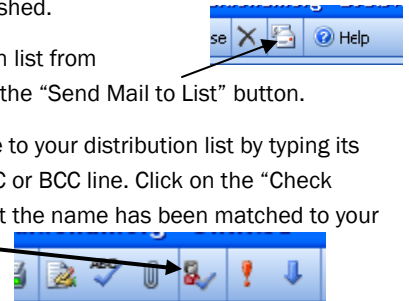
5. Click the "Add" button to add the name. The system will attempt to match the last name to staff members in the Global Address Book

6. Continue adding names.

7. "Save and Close" when finished.

8. You can edit the distribution list from "Contacts" at any time or use the "Send Mail to List" button.

9. Or you can send a message to your distribution list by typing its name into the message To, CC or BCC line. Click on the "Check Names" button to confirm that the name has been matched to your distribution list.



CHTU TEACHING PORTAL

Having trouble finding the instructional locations on the new district website? The new site was designed for the general public rather than staff. The Union website has a **Teaching Portal** with links to online teaching information from the district website, 795's website and the AFT website.

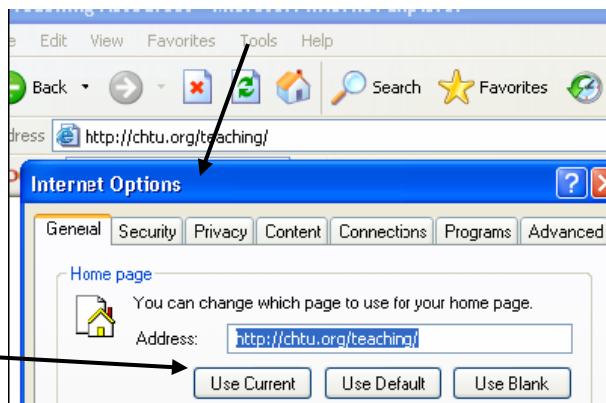
You can set this to be your homepage in Internet Explorer (or just add it to your favorites).

1. Go to the page you want to be your home page (such as chtu.org/teaching/)

2. From the **Tools** Menu choose **Internet Options**

3. Click on **Use Current** to make the current page your home page.

4. Click on OK



CLEVELAND HEIGHTS TEACHERS UNION

Fairmount Office Building
3473 Fairmount Boulevard
Cleveland Hts, Ohio 44118

Phone: 216-321-0020
Fax: 216-321-0786
Email: office@chtu.org
Web: www.chtu.org

Editor
Stephen Titchenal
tech@chtu.org
S_Titchenal@chuh.org