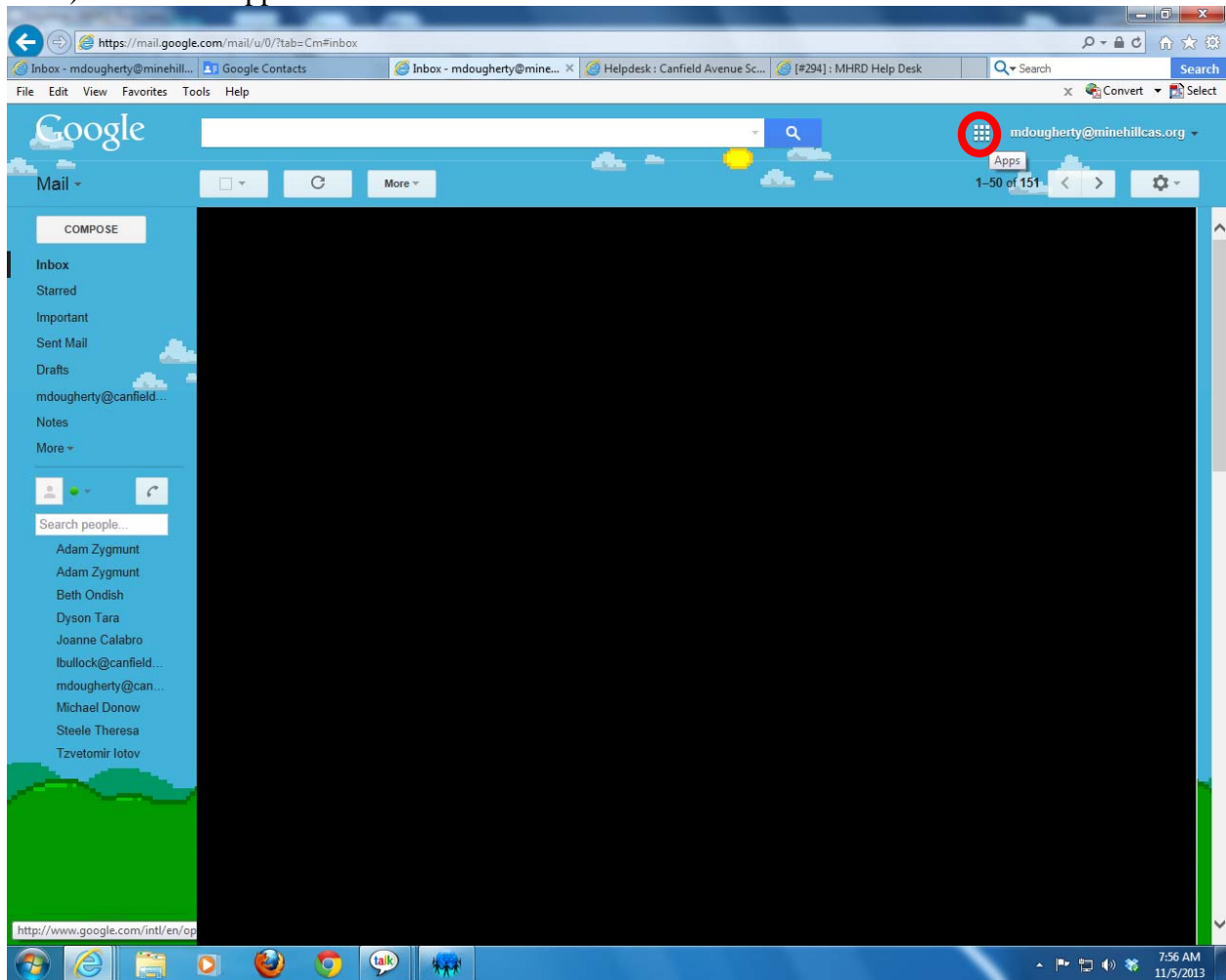
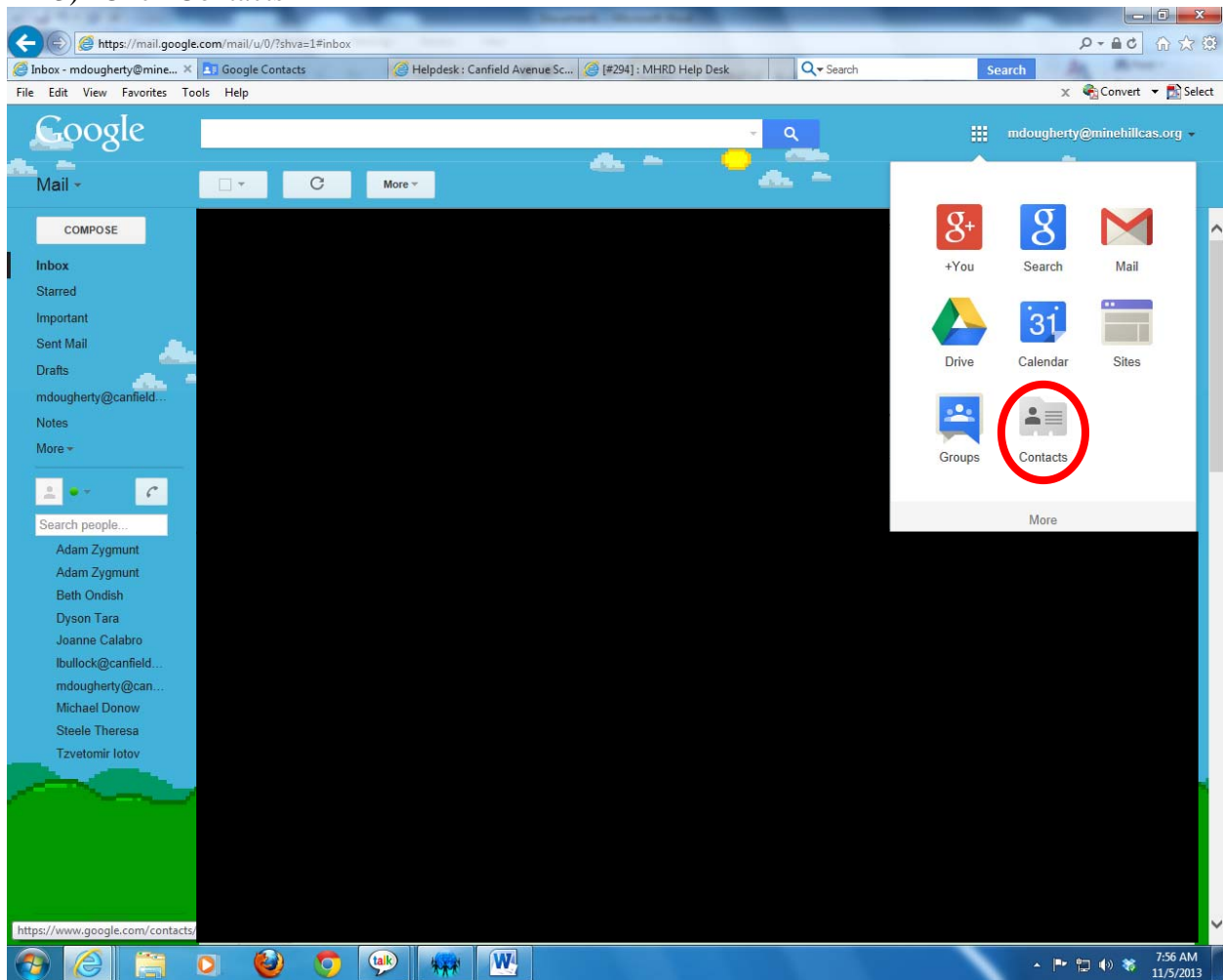


Instructions on How to View and Email From The CAS Directory

- 1) Open your email
- 2) Click the Apps Icon



3) Click Contacts



4) The Contacts Page will display

5) Click Directory

The screenshot shows a web browser window with the Google Contacts interface. The address bar displays the URL: <https://www.google.com/contacts/?hl=en&stab=mC#contacts/group/27/Directory>. The browser tabs include "Inbox - mdougherty@minehill...", "Google Contacts", "Helpdesk : Canfield Avenue Sc...", and "[#294] : MHRD Help Desk". The Google logo is visible at the top left, and the user's email address, "mdougherty@minehillcas.org", is shown at the top right. The main heading is "Contacts". On the left sidebar, under "My Contacts (69)", the "Directory" option is highlighted with a red circle. The main content area displays a list of contacts, each with a checkbox, name, and email address. The contacts listed are:

| <input type="checkbox"/> | Name | Email Address |
|--------------------------|----------------------|--------------------------------|
| <input type="checkbox"/> | Adam Zygmunt | azygmunt@minehillcas.org |
| <input type="checkbox"/> | Amanda Riley | ariley@minehillcas.org |
| <input type="checkbox"/> | Angela Sabatino | asabatino@minehillcas.org |
| <input type="checkbox"/> | Angelina Catalan | acatalan@minehillcas.org |
| <input type="checkbox"/> | Annette Conciatori | aconciatori@minehillcas.org |
| <input type="checkbox"/> | Barbara Walsh | bwalsh@minehillcas.org |
| <input type="checkbox"/> | Beth Ondish | bondish@minehillcas.org |
| <input type="checkbox"/> | Betty Lou Minno | bminno@minehillcas.org |
| <input type="checkbox"/> | Bridget Mauro | bmauro@minehillcas.org |
| <input type="checkbox"/> | Carol Manger | cmanger@minehillcas.org |
| <input type="checkbox"/> | Caryn Battaglia | cbattaglia@minehillcas.org |
| <input type="checkbox"/> | Charlene Leary | cleary@minehillcas.org |
| <input type="checkbox"/> | Cindy Pyrzynski | cpyrzynski@minehillcas.org |
| <input type="checkbox"/> | Cindy Trowbridge | ctrowbridge@minehillcas.org |
| <input type="checkbox"/> | Colleen Quinn | cquinn@minehillcas.org |
| <input type="checkbox"/> | Danielle Wilson | dwilson@minehillcas.org |
| <input type="checkbox"/> | Debra Hanley | dhanley@minehillcas.org |
| <input type="checkbox"/> | Denise Jimenez-Arias | djimenez-arias@minehillcas.org |
| <input type="checkbox"/> | Denise Sleight | dsleight@minehillcas.org |
| <input type="checkbox"/> | Diana Gil | dall@minehillcas.org |

The Windows taskbar at the bottom shows icons for Internet Explorer, File Explorer, Windows Media Player, Google Chrome, Google Talk, and Microsoft Word. The system clock indicates the time is 7:57 AM on 11/5/2013.

6) Select the users you would like to email

The screenshot shows a web browser window displaying the Google Contacts interface. The address bar shows the URL: <https://www.google.com/contacts/?hl=en&stab=mC#contacts/group/27/Directory>. The browser tabs include "Inbox - mdougherty@minehillcas.org", "Google Contacts", "Helpdesk : Canfield Avenue Sc...", and "[#294] : MHRD Help Desk". The Google logo is visible at the top left, and the user's email address "mdougherty@minehillcas.org" is shown at the top right. The main heading is "Contacts". Below it, there are buttons for "Add to My Contacts", "More", and a search bar. The contact list is displayed in a table with checkboxes in the first column. A red vertical box highlights the first seven contacts, all of which have their checkboxes checked. The contacts are: Adam Zygmunt, Amanda Riley, Angela Sabatino, Angelina Catalan, Annette Conciatori, Barbara Walsh, and Beth Ondish. Below these are several other contacts with unchecked checkboxes, including Bridget Mauro, Carol Manger, Caryn Battaglia, Charlene Leary, Cindy Pyrzynski, Cindy Trowbridge, Colleen Quinn, Danielle Wilson, Debra Hanley, Denise Jimenez-Arias, Denise Sleight, and Diana Gil. The Windows taskbar at the bottom shows icons for Internet Explorer, File Explorer, Google Chrome, and other applications, along with the system clock showing 7:57 AM on 11/5/2013.

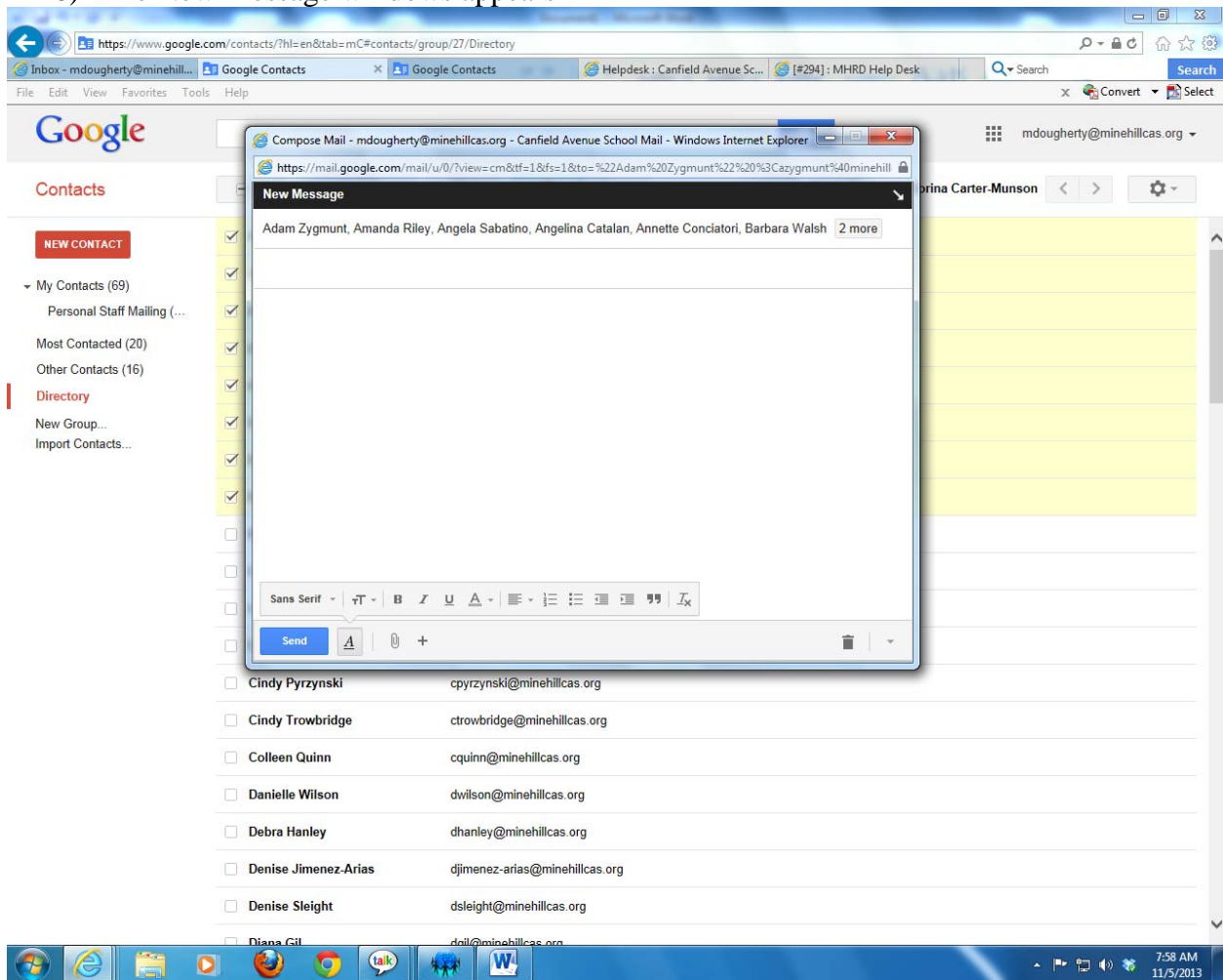
| Checkbox | Name | Email |
|-------------------------------------|----------------------|--------------------------------|
| <input checked="" type="checkbox"/> | Adam Zygmunt | azygmunt@minehillcas.org |
| <input checked="" type="checkbox"/> | Amanda Riley | ariley@minehillcas.org |
| <input checked="" type="checkbox"/> | Angela Sabatino | asabatino@minehillcas.org |
| <input checked="" type="checkbox"/> | Angelina Catalan | acatalan@minehillcas.org |
| <input checked="" type="checkbox"/> | Annette Conciatori | aconciatori@minehillcas.org |
| <input checked="" type="checkbox"/> | Barbara Walsh | bwalsh@minehillcas.org |
| <input checked="" type="checkbox"/> | Beth Ondish | bondish@minehillcas.org |
| <input checked="" type="checkbox"/> | Betty Lou Minno | bminno@minehillcas.org |
| <input type="checkbox"/> | Bridget Mauro | bmauro@minehillcas.org |
| <input type="checkbox"/> | Carol Manger | cmanger@minehillcas.org |
| <input type="checkbox"/> | Caryn Battaglia | cbattaglia@minehillcas.org |
| <input type="checkbox"/> | Charlene Leary | cleary@minehillcas.org |
| <input type="checkbox"/> | Cindy Pyrzynski | cpyrzynski@minehillcas.org |
| <input type="checkbox"/> | Cindy Trowbridge | ctrowbridge@minehillcas.org |
| <input type="checkbox"/> | Colleen Quinn | cquinn@minehillcas.org |
| <input type="checkbox"/> | Danielle Wilson | dwilson@minehillcas.org |
| <input type="checkbox"/> | Debra Hanley | dhanley@minehillcas.org |
| <input type="checkbox"/> | Denise Jimenez-Arias | djimenez-arias@minehillcas.org |
| <input type="checkbox"/> | Denise Sleight | dsleight@minehillcas.org |
| <input type="checkbox"/> | Diana Gil | dall@minehillcas.org |

7) Click the Email button

The screenshot shows the Google Contacts web interface. The browser address bar displays the URL: <https://www.google.com/contacts/?hl=en&stab=mC#contacts/group/27/Directory>. The page title is "Google Contacts". The left sidebar shows the "Contacts" section with a "NEW CONTACT" button and a list of contact groups: "My Contacts (69)", "Personal Staff Mailing (...)", "Most Contacted (20)", "Other Contacts (16)", and "Directory". The main content area displays a list of contacts. The first contact, "Adam Zygmunt", is highlighted in yellow. The "Email" button is circled in red. The bottom of the screen shows the Windows taskbar with various application icons and the system clock indicating 7:57 AM on 11/5/2013.

| Check | Name | Email |
|-------------------------------------|----------------------|--------------------------------|
| <input checked="" type="checkbox"/> | Adam Zygmunt | azygmunt@minehillcas.org |
| <input checked="" type="checkbox"/> | Amanda Riley | ariley@minehillcas.org |
| <input checked="" type="checkbox"/> | Angela Sabatino | asabatino@minehillcas.org |
| <input checked="" type="checkbox"/> | Angelina Catalan | acatalan@minehillcas.org |
| <input checked="" type="checkbox"/> | Annette Conciatori | aconciatori@minehillcas.org |
| <input checked="" type="checkbox"/> | Barbara Walsh | bwalsh@minehillcas.org |
| <input checked="" type="checkbox"/> | Beth Ondish | bondish@minehillcas.org |
| <input checked="" type="checkbox"/> | Betty Lou Minno | bminno@minehillcas.org |
| <input type="checkbox"/> | Bridget Mauro | bmauro@minehillcas.org |
| <input type="checkbox"/> | Carol Manger | cmanger@minehillcas.org |
| <input type="checkbox"/> | Caryn Battaglia | cbattaglia@minehillcas.org |
| <input type="checkbox"/> | Charlene Leary | cleary@minehillcas.org |
| <input type="checkbox"/> | Cindy Pyrzynski | cpyrzynski@minehillcas.org |
| <input type="checkbox"/> | Cindy Trowbridge | ctrowbridge@minehillcas.org |
| <input type="checkbox"/> | Colleen Quinn | cquinn@minehillcas.org |
| <input type="checkbox"/> | Danielle Wilson | dwilson@minehillcas.org |
| <input type="checkbox"/> | Debra Hanley | dhanley@minehillcas.org |
| <input type="checkbox"/> | Denise Jimenez-Arias | djimenez-arias@minehillcas.org |
| <input type="checkbox"/> | Denise Sleight | dsleight@minehillcas.org |
| <input type="checkbox"/> | Diana Gil | dgil@minehillcas.org |

8) The New Message windows appears



9) Type your email message

10) Hit Send

