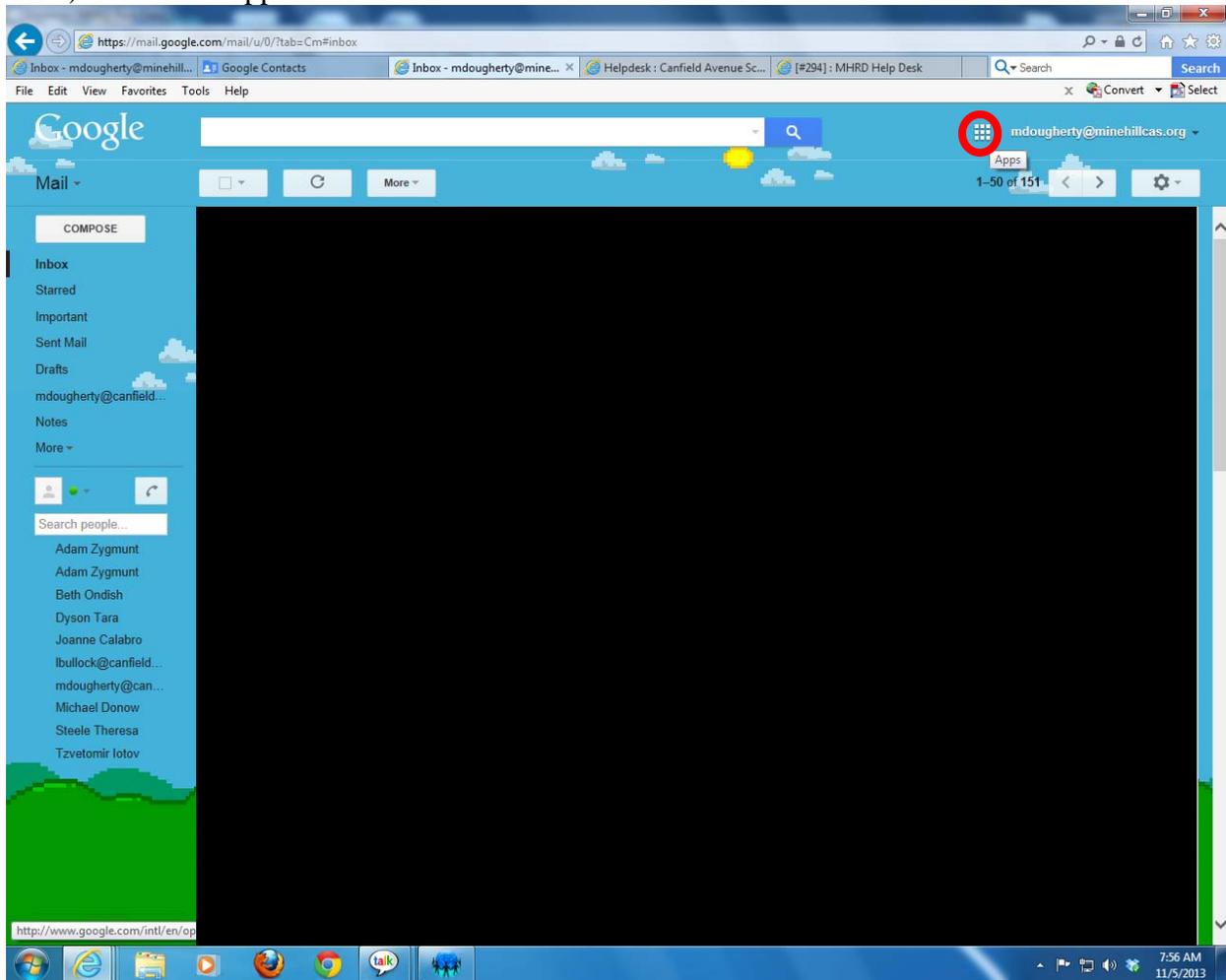
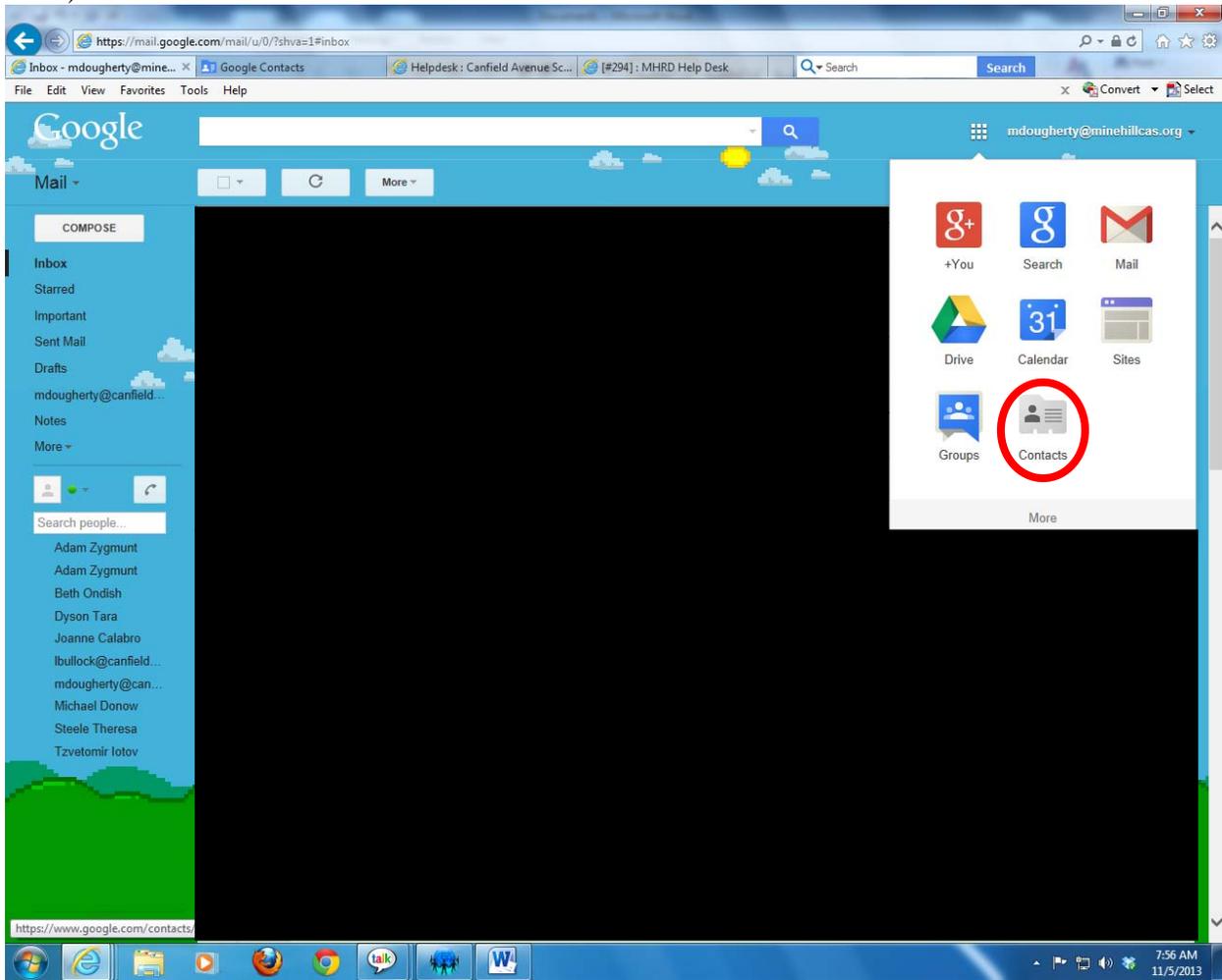


Instructions on How to View and Email From The CAS Directory

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

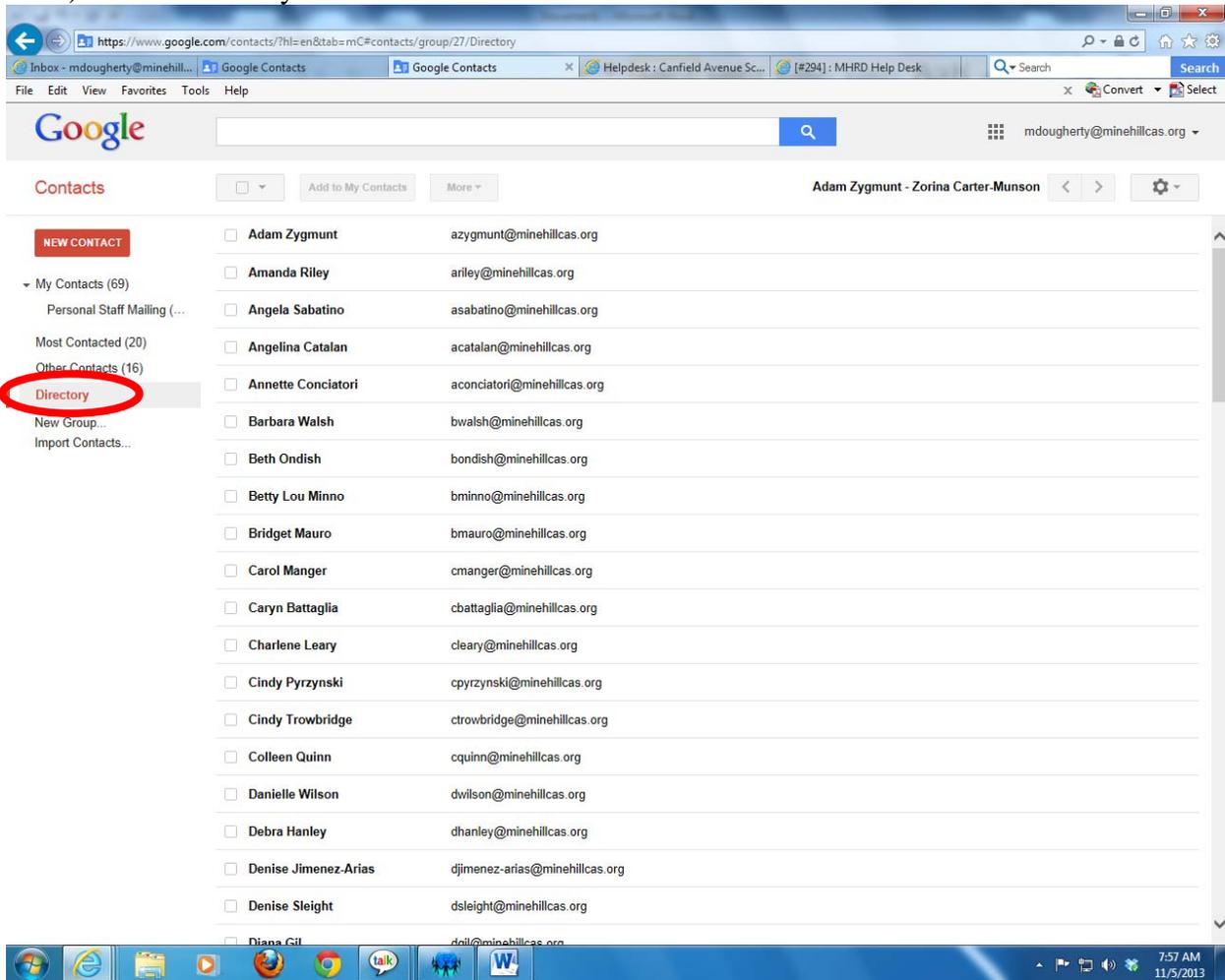


3) Click Contacts



4) The Contacts Page will display

5) Click Directory



The screenshot shows a web browser window 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@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 content area is titled "Contacts" and displays a list of contacts. On the left sidebar, the "Directory" option is highlighted with a red circle. The contact list includes the following entries:

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	dgil@minehillcas.org

The Windows taskbar at the bottom shows the system tray with the date and time: 7:57 AM, 11/5/2013.

6) Select the users you would like to email

The screenshot displays a Google Contacts page for a group named "Adam Zygmunt - Zorina Carter-Munson". The interface includes a search bar, navigation buttons, and a list of contacts. The following table represents the visible contact list:

Selected	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

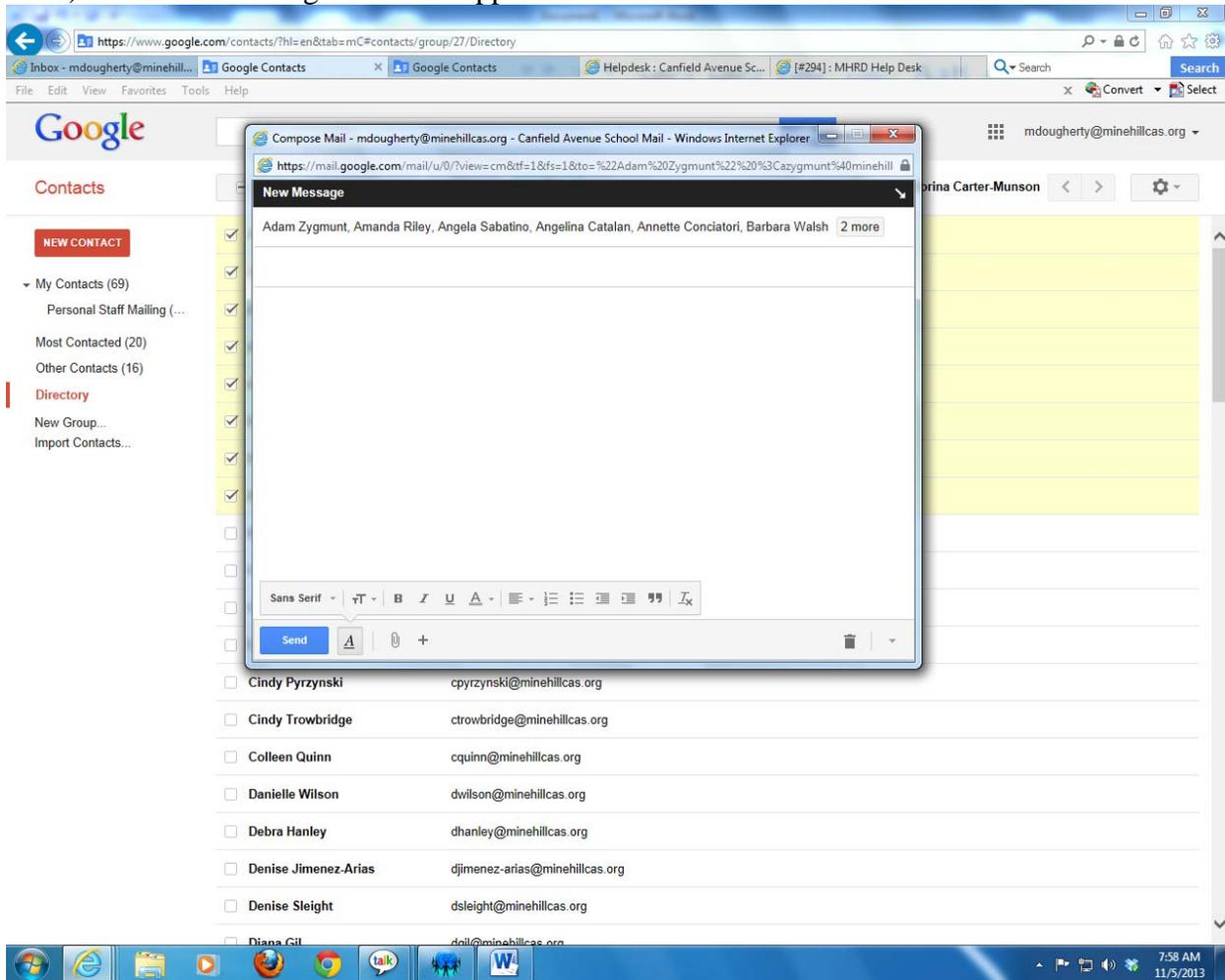
7) Click the Email button

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&tab=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 content area displays a list of contacts under the heading 'Contacts'. A red circle highlights the 'Email' button in the top right corner of the contact list. The contact list includes the following entries:

Checkmark	Name	Email Address
<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

The Windows taskbar at the bottom shows the system tray with the date and time: 7:57 AM, 11/5/2013. The taskbar includes icons for Internet Explorer, File Explorer, Windows Media Center, Firefox, Google Chrome, Google Talk, and Microsoft Word.

8) The New Message windows appears



9) Type your email message

10) Hit Send

