

# TUESDAY TIPS

AUGUST 19, 2014



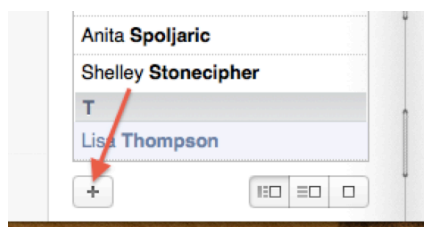
## *Technology News from NJSP*

- Adding Contacts
- Creating Contact Groups
- Contact Directory
- eMail Signatures

## TECHNOLOGY IN ACTION

### Adding Contacts

To add a new contact to your [Contacts](#) list, click on the + sign at the bottom of the page.

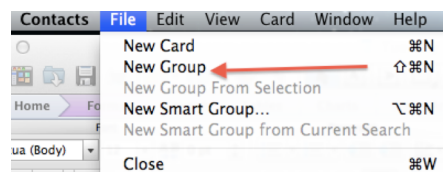


A new [contact](#) window will pop up. Input the new information. You can change “home” Email to “work” or a custom label. When you have all the information entered, click on the “Done” button at the bottom of the page. This entry is now a part of your [Contacts](#).

### Creating Contact Groups

Now that you’ve got your vCards in your [Contacts](#) book, you can create [groups](#) of [contacts](#) so that you can email a number of [contacts](#) quickly.

With your [Contacts](#) open, go to the top of your screen and click on “File.” On the menu, click on “New [Group](#).”



An untitled [group](#) will appear on the left-hand side of your [Contacts](#) book. Name your [group](#). To

populate your [group](#), find each name in your [Contacts](#) list and drag that [contact](#) into the new [group](#). The [contact](#) will remain in the list, but it will also be in your new [group](#).

When you want to email everyone in the [group](#), enter the name of the [group](#) in your email “To” line and tap your Return key. Every name you’ve listed in your [group](#) will appear.

You can create several [groups](#) to list your colleagues by building, grade-level, and/or subject area. You can also make a [group](#) for the members of the committees upon which you serve. Creating [groups](#) can make sending messages so much easier!

# Tech Support

## Contact

## Directory

Achieve3000 – Venita Cunningham

Computer logins – Tammy Wright

Computerized testing - Venita  
Cunningham

Equipment problems – Help Desk

Google logins – Tammy Wright

iPad – Sheila Akers

My Big Campus logins – Tammy  
Wright

PowerSchool – Leslie Hampton

Principal-approved tech related  
purchases – Sheila Akers

Principal-approved iPad apps  
purchases – Sheila Akers

SAM – Venita Cunningham

SchoolMessenger Info Input &  
Changes – Building  
PowerSchool Secretary

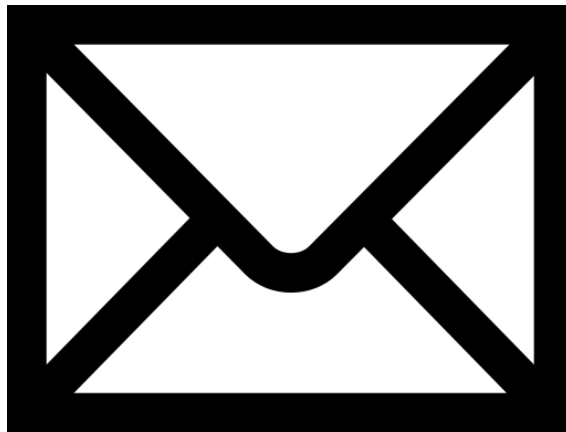
SchoolMessenger Messages – Dustin  
DeSabatine

School Website – Sheila Akers

Software Installation – Help Desk

Tech Director – Sheila Akers

Telephones – Help Desk



## EMAIL SIGNATURES

Each of the email methods you may use has a slightly different way to add your **signature**. All should contain the disclaimer.

An easy way to transfer a **signature** from one email method to another is to create one and then copy and paste into the others.

### webmail.ena.net

In the ENA webmail, click on the Preferences tab. The left-hand column will show “**Signatures**.” Click on “**Signatures**” to activate the window in which you can key in your information. After your personal information, copy and paste the disclaimer sent to you in an email message. Click on the blue “Save” disk at the top right of the window. Your **signature** will now

appear on all your email messages.

### Postage Stamp Mail

While your Postage Stamp mail is open, click on Mail on the top right of your screen and select Preferences. Click on the “@” icon. Click on the + symbol under the second column. Enter your **Signature** and Disclaimer in the third column. Check mark “Place **Signature**” above quoted text.

### iPad

On your iPad, go to Settings. On the left-hand column touch “Mail, Contacts, Calendars.” On the right-hand column, scroll down to “**Signature**.” Touch to open a window to input your signature. Your **signature** saves automatically.