

Your eChalk Address Book

Your eChalk Address Book is a great time saver that allows you to store email addresses or groups of email addresses so that preparing a message takes only a few mouse clicks. You won't have to memorize or retype someone's email address once you have saved it in your Address Book.

To access your Address Book, click the **Address Book** tab.



To add a contact to your Address Book, click the **Add Contact** button.

1. After clicking the **Add Contact** button, a blank Address Book page will display.
2. Notice that Contact Name and Email are required fields. Please enter this information for the contact.
3. Scroll through the **Add Contact** page and enter any other contact information you wish to store.
4. Click the **Save** button at the bottom of the screen to save the contact information and return to the main address book page.

Often the contacts that you want to add to your Address Book might be other members of your school or district. It is not necessary to add these users to your Address Book. They are already stored in the Find Members directory that is accessible from the Write Mail screen.

Forming Group Lists

A major benefit of your eChalk Address Book is the ability to form group lists. With a group list, you can address and send an email to multiple contacts simultaneously. For example, if you are a teacher, you might want to create a group for all your students in a particular class. Then you can send them all an email by simply selecting the group.

To form a group list, click the **Add Group List** button on the bottom of your Address Book screen.

The **Add Group List** page will display.

The screenshot shows a web form titled "Add Group List" with three steps:

- Step 1 of 3: Add a Group Name**
Add Group Name (Displays the group list name in your Address Book.)
* Group Name:
- Step 2 of 3: Add users to the Group List**
Insert contacts from [Address Book](#), [Find Members](#), or [Add Contacts](#) manually.
* Group Contacts:
Remove
- Step 3 of 3: Save or discard changes**
To save your group list click the **Save** button. To discard your changes click **Cancel**.
* Indicates required fields
Save Cancel Print View

You can add contacts to your group list by selecting any of the following three links (in Step 2):

1. **Address Book:** You can check off contacts who are stored in your Address Book to add to your list
2. **Find Members:** You can search for contacts from your school/district's member directory
3. **Add Contacts:** You can add additional contacts who are not a part of your school community

Forming a Group List Using “Find Members”

The group lists you will want to form will often include groups of other users in your school’s or district’s eChalk system (e.g., history department teachers). eChalk has a special member search feature to help you with these searches.

From the **Add Group List** screen, click the **Find Members** link. The **Find Members** screen will display.

Search For:	Search Information:
<input type="radio"/> All Users	Name: <input type="text"/>
<input type="radio"/> Administration	Grade: <input type="text" value="All Grades"/>
<input type="radio"/> Staff	All Grades
<input type="radio"/> Teachers	Kindergarten
<input checked="" type="radio"/> Students	1st Grade
<input type="radio"/> Parents	2nd Grade
<input type="radio"/> Alumni	3rd Grade
<input type="radio"/> Site Administrators	4th Grade
	5th Grade
	6th Grade
	7th Grade
	8th Grade
	9th Grade

Find Now Cancel

You can search for Teachers and Administrators from both your own school and from other schools within your district, and even anywhere in the eChalk system. To change the **Search Within** scope, click the **Select Site to Search** link and use the check boxes to indicate where you would like to search.

To use **Find Members**:

1. In the **Search For** column, click on a radio button to indicate the broader user group you would like to include.
2. The drop-down menus in the **Search Information** column will reflect the decision you made in the **Search For** field.
3. Using the drop-down menus, specify one, all, or none of the more specific criteria.
4. Click the **Find Now** button.
5. Based on the search criteria that you have indicated, the system will generate a list of usernames and email addresses. Check the box next to each contact that you would like to include in your group list and click the **Add to List** button at the bottom of the screen.
6. You will return to the main Group List page. Continue to add contacts to your list through further searches.
7. Click **Save** when done.

Finding Contacts in Your Address Book

After you have entered a number of contacts and group lists in your Address Book, it will become important to understand how to move around and find these entries.

Your list of contacts is alphabetized in your Address Book. To find contacts and move around the Address Book, use the Alphabet Bar at the top of the page. Click the letter of your contact's last name to open your Address Book to the correct page.



The Address Book screen will reflect which letter you clicked. To edit a contact, click on the name link. To email the contact, click on the email address.



To send a message to multiple contacts from your Address Book, check the boxes next to the contact names, and then click the **Send Mail** button at the bottom of the screen.

Using your Address Book with Email

You will most likely want to access the entries in your Address Book when you are writing email messages. For this reason, the **Email** tab is directly linked to the **Address Book** tab.

From the **Write Mail** screen of your **Email** tab, you will see a link to insert addresses from your Address Book or from the Find Members directory.

Insert addresses from [Address Book](#) or [Find Members](#).

To:

Cc:

Bcc:

After clicking the Address Book link, the **Add Recipients** page will display with all the contacts in your Address Book.

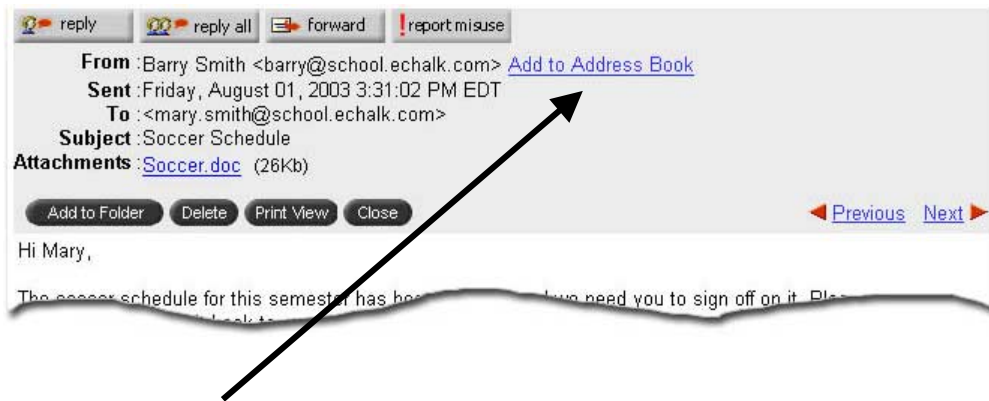
To:	Cc:	Bcc:	Name	Addresses
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*3rd grade teachers*	amy.hunley@school.echalk.com,Joe.Lampert@school.e...
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*4th grade*	Sharlene.Noll(Teacher)[sharlene.noll@school.echalk.com],Leslie.Accardo[...]
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*9th Grade Parents*	John.Edwards[jedwards@school.echalk.com],Charlene.Noll[charlene@school...]
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-All 8th Grade Teache-	Meghan.Clark[meghan.clark@schooldemo.echalk.com],Sheryl.Leigh[sheryl.leig...]
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-Science Teachers-	Deborah.Fields[deborah.fields@schooldemo.echalk.com],Katherine.Thomas[k...]
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Soccer League*	Randy.Youngren[randy.youngren@school.echalk.com],Ed.Zaiontz[ed_zaiontz@sc...]
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Durkin, Robert	robert.durkin@school.echalk.com
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	eChalk, Support	support@echalk.com
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	School, Site Manager	mark.root@school.echalk.com
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Turner, Meg	meggturner@hotmail.com

OK Cancel

In this situation, the email is being addressed to 9th grade parents with a copy to Robert Durkin.

1. Select the contact or group name to whom you want to address the email.
2. Check the **To**, **Cc**, and **Bcc** checkboxes in the **Add Recipients** window.
3. When you have chosen the appropriate recipients for your email, click the **OK** button to return to the Write Email screen.

You can also add a contact name directly to your Address Book from the body of an email.



After opening an email message in your Inbox, click the **Add to Address Book** link next to the **From** field to save an email address. A pop up window will ask you to enter a contact name for the email address that you are adding. When you are finished, click **OK**.

As you can see, the Address Book can be a great time saver when sending emails to individuals and groups.

If you have any questions about your eChalk system

- An online tutorial is accessible to all users directly from your eChalk site. Click the **Help** link on your top toolbar to access the help from any screen.
- Screen tips appear in black text throughout the site.
- Users can email their questions to their school Site Manager or the eChalk help desk at support@eChalk.com.