

A Dummy's Simple Ways to Use E-Mail to Communicate with Members

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How to Plagiarize Someone Else's E-Mail

- Highlight "Actions" and click
- Highlight "Resend This Message" and click
- When Bill's anti-plagiarization warning message appears : "You do not appear to be the original sender of this message. Are you sure you want to resend it?" click heck "Yes."
- Delete all information in the "From," "To," "Subject," and "Attachment" blocks
- Delete all of the other guy's heading its text that lets the world know he did it
- Do the same with the other guy's identifying stuff on the bottom
- On the example the line at the bottom requires a little different technique – highlight it and then you can delete it
- Then start adding your own stuff to make it look as if you authored it – Be sure to check the text to rid it of anything that would reveal you are not the author.
- To insert your logo, place the cursor in the text box and tab over 4 or 5 times to "sort of" center it. Highlight "Insert" and click. Move your cursor to highlight "Picture," then slide your cursor to the right and highlight "From File," and click. Then find the file (hopefully a JPEG file), highlight the file and click on "Insert." That will place the logo at the location of the cursor in the text box. You may need to re-size it. For text, just type it where you wish it to appear.
- Place all of your e-mail addresses in the "BCC" box to prevent others from "mining" the e-mail addresses of your association's members. If you place the addresses in the "To" box, anyone who receives your e-mail also receives the e-mail addresses of all others you sent that e-mail

How to Fake an Electronic Newsletter

- Prepare the newsletter in Publisher
- Delete the three text boxes on the right
- Bring up the "Print" dialogue box
- Select "Microsoft Office Document Image Writer" as the printer and click "OK"
- When the "Save As" dialogue box appears, click "Save"
- That will bring up the "Microsoft Office Document Imaging" window. Highlight the "Edit" box and click
- Highlight "Select All" and click
- Highlight the "Edit" box and click
- Highlight "Copy Image" and click
- Bring up a new message window in Outlook and place the cursor in the text of message box
- Depress the "Enter" key on the keyboard until the slide box on the right becomes significantly smaller.
- Ensure that the cursor is in the text or message box
- Highlight the "Edit" box and click
- Highlight "Paste" and click
- Click on the image. That will bring up the entire image box in Outlook
- Place the cursor immediately below the bottom line of the image box
- Return to Publisher
- Delete the current file without saving it
- Bring the file up again
- Delete the text in the two left text boxes
- Delete any other objects and text boxes associated with the left two columns
- Resize the text boxes on the left so that all of the text from the right two text boxes fits
- Delete the two text boxes on the right
- Bring up the "Print" dialogue box

- Select "Microsoft Office Document Image Writer" as the printer and click "OK"

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- When the "Save As" dialogue box appears, click "Save"
- That will bring up the "Microsoft Office Document Imaging" window. Highlight the "Edit" box and click
- Highlight "Select All" and click
- Highlight the "Edit" box and click
- Highlight "Copy Image" and click
- Bring up e-mail screen in Outlook where you pasted page 1
- Highlight the "Edit" box and click
- Highlight "Paste" and click

How to Create Groups/Distribution Lists for Blast E-Mail

- Bring up “Contacts”
- Highlight the “File” box and click
- Highlight “New” and move your cursor to the right to bring up a second dialogue box
- Move your cursor down until you highlight “Folder” and click
- The “Create New Folder” dialogue box will appear
- In the “Name” box type the name of your new folder
- Highlight “Contacts”
- Click on “OK”
- Highlight the new file folder and click
- Double click on “Double click here to create a new contact.”
- That brings up the “Untitled Contact” dialogue box
- Move the cursor to the “Full Name” box, type in the contact’s name, and depress the “Enter” key
- Move your cursor to the “E-Mail” box, click to place the cursor in that box, and type in the contact’s e-mail address
- Depress the “Tab” key to fill the “Display as” box
- Click on “Save and Close”
- Return to the main “Contacts” page
- Highlight the “Actions” and click
- Highlight “New Distribution List” and click
- That brings up the “Untitled Distribution List” dialogue box
- In the “Name” box type in the name of the new distribution list
- Highlight “Select Members” and click
- Go to the “Show names from the:” box and using the pull down menu select the folder from which you wish add names to the distribution list and click
- Highlight the e-mail address you wish to place in the distribution list

- Highlight “Members” and click (do this for each one you wish to add to the distribution list)

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- Click on “OK”
- That takes you back to the “Distribution List” dialogue box
- If you have not created a file folder, there is an alternate way to create a distribution list
- Click on “Add new”
- That brings up the “Add New Member” dialogue box
- In the “Display Name” box, type the name of the addressee and then in parentheses type the addressee’s e-mail address
- In the “E-mail address:” box, type in the addressee’s e-mail address; do not place parentheses around the addressee’s e-mail address in this box
- Click on “OK”
- That takes you back to the “Distribution List” dialogue box
- Click on “Update Now”
- Click on “Save and Close”

