



Outlook 2007

Allowing a TA to Create Group Folders on the Videoshare

Learning and Technology Services

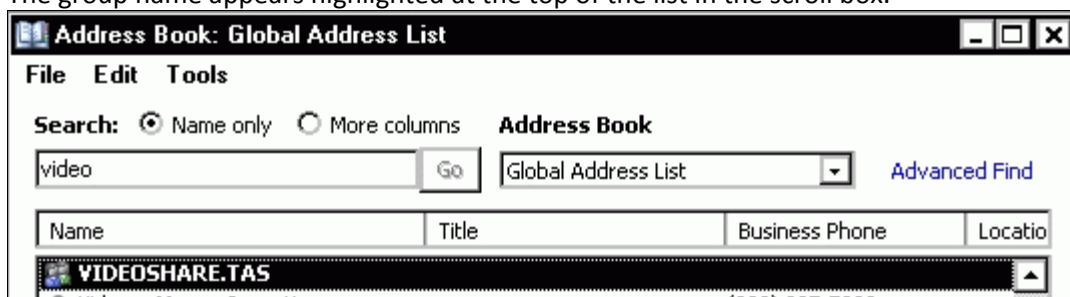
Allowing a teaching assistant to create group folders on the videoshare is as easy as adding the TA to an Outlook distribution list. If you know how to add a person to a distribution list, open the **VIDEOSHARE.TAS** list and add your TA. If you are unfamiliar with adding someone to a distribution list, follow the instructions below. Once the TA has been added to the list, the TA may create group folders on the videoshare from the BITS website, <http://www.uwec.edu/bits/>.

The distribution list will undergo maintenance at the end of each semester. This means that BITS will remove all the names in the list at the end of each semester. Faculty will need to add their teaching assistants to VIDEOSHARE.TAS at the beginning of each semester or email training@uwec.edu at the end of the semester and request that a particular name remain on the list.

Adding a TA to the Distribution List

To add a TA to **VIDEOSHARE.TAS**, use Outlook's *Address Book*.

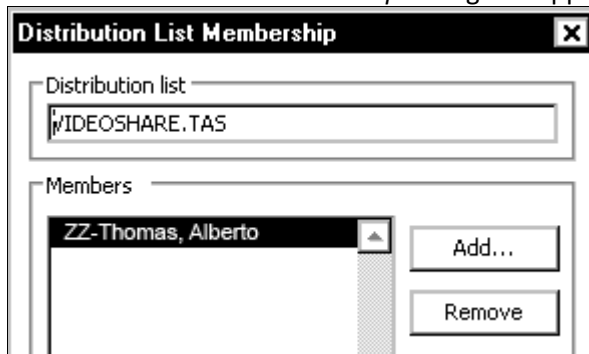
1. Open Outlook
2. On the *Standard* toolbar, click **ADDRESS BOOK**
The *Address Book* opens.
3. If necessary, from the *Address Book* pull-down list, select **Global Address List**
4. In the *Search* text box, type **VIDEOSHARE.TAS**
The group name appears highlighted at the top of the list in the scroll box.



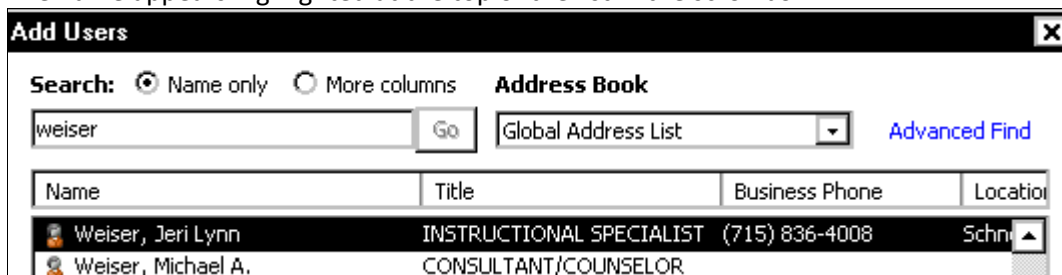
- Right click the group name » select **Properties**
The VIDEOSHARE.TAS dialog box appears.



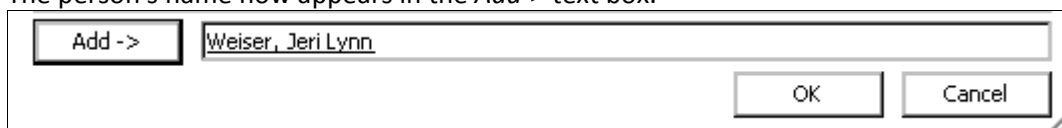
- In the *Members* section, click **MODIFY MEMBERS...**
The *Distribution List Membership* dialog box appears.



- Click **ADD...**
The *Add Users* dialog box appears.
- If necessary, from the *Address Book* pull-down list, select **Global Address List**
- In the *Search* text box, type the last name of the person you want to add
The name appears highlighted at the top of the list in the scroll box.



- If not already selected, in the scroll box, select the person's name
- Click **ADD ->**
The person's name now appears in the *Add->* text box.

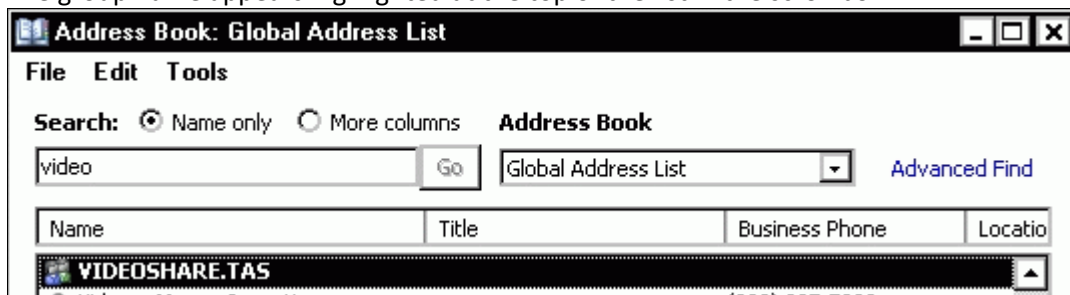


12. Click **OK** repeatedly until you close the *Address Book*

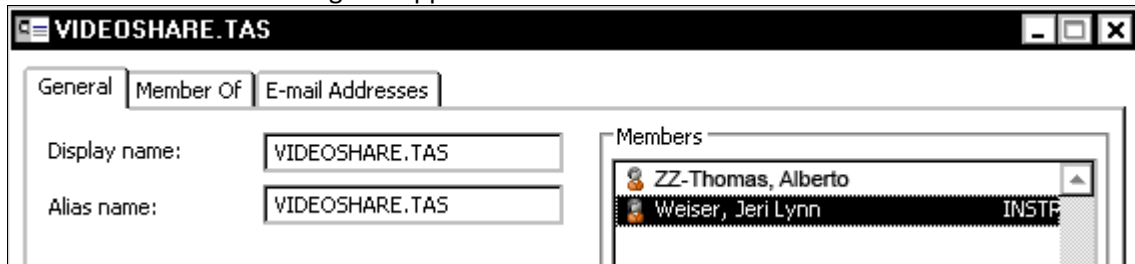
Removing a TA from the Videoshare Distribution List

This is easy to do through Outlook's *Address Book*.

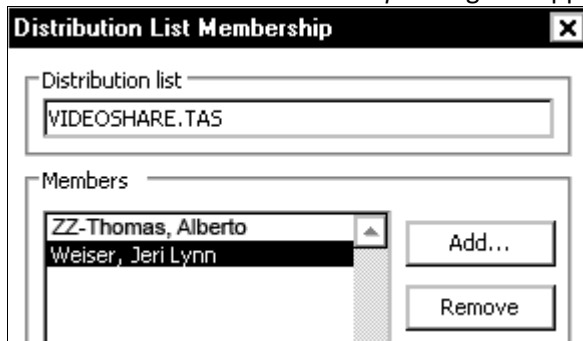
1. Open Outlook
2. On the *Standard* toolbar, click **ADDRESS BOOK**
The *Address Book* opens.
3. If necessary, from the *Address Book* pull-down list, select **Global Address List**
4. In the *Search* text box, type **VIDEOSHARE.TAS**
The group name appears highlighted at the top of the list in the scroll box.



5. Right click the group name » select **Properties**
The *VIDEOSHARE.TAS* dialog box appears.



6. In the *Members* section, click **MODIFY MEMBERS...**
The *Distribution List Membership* dialog box appears.



7. In the *Members* scroll box, select the name of the person you want to remove
8. Click **REMOVE**

9. Click **OK B** twice and then close the *Address Book*