



# InTAcT Newsletter

**December 9, 2008**  
**Movie Maker Mini Lesson**

For more InTAcT information visit the InTAcT webpage: <http://www.whitesboroisd.org/MP.cfm?P=4986&>

## Helpful E-mail Tools

### Create a Distribution List

If you regularly send e-mail messages to a group of people, you can create a distribution list to simplify addressing messages and meeting requests. After a distribution list is created, you can send a message or meeting request to multiple recipients at the same time. Distribution lists can include anyone with a valid e-mail address.

1. On the main toolbar, click the arrow next to **New**, and then click **Distribution List**.
2. In the new distribution list window, in the **List Name** text box, type the name of your new distribution list.
3. To add a member of your organization to your distribution list, click **Find Names**. Use the **Find Names** dialog box to locate the person in your organization's global address list or your contacts, and then click **Add recipient to...Distribution List**. Repeat this step for each person you want to add.
4. **Note** You can also type the e-mail addresses or aliases for the people you want to add in the **Add to Distribution List** text box.

To add a personal contact or person outside of your organization to your distribution list, type the contact's name or the person's e-mail address in the **Add to Distribution List** text box, and then click **Add**. Repeat this step for each person you want to add.



### Are you going to be out of the office?

The Out of Office Assistant generates automatic replies to e-mail messages that you receive while you're away. Each time you activate the assistant, Outlook Web Access sends an automatic reply to someone the first time he or she sends you a message.

1. In the Navigation Pane, click **Options**.
2. To enable the Out of Office Assistant, under **Out of Office Assistant**, click **I'm currently out of the office**.
3. In the text box, type the message you want people to receive when they send you e-mail messages while you're away.

\*To disable the Out of Office Assistant, click **I'm currently in the office**.



### Movie Maker Quick Tips

1. After you import files into your project, don't move, rename, or delete the original source files.
2. When you need to save in Movie Maker and you are not finished with your project, make sure to click on "**Save Project As.**"
3. When you are ready to save as a finished project, click on "**Save Movie File.**"

# Web Contest Winners



**1st Place: Lori Gillum**

**2nd Place: Andrea Larson**

**3rd Place: Jonathan Moy**

**Honorable Mention: Susan Bateman & Kelly Dickson**

# Staff Development News



The Second Semester Staff Development Calendar is now available. You can assess the calendar from the Staff Resources Page on the WISD Website.

The Technology Department understands that it can be difficult to make it to some of the after school trainings. If anyone is interested, you can schedule small group trainings. We just need at least 3-4 people. For example, we could schedule something during your conference time or after school. Contact Michele Carpenter if you would like to set something up.

## TECH TUESDAYS

Starting this spring WISD will be offering TECH TUESDAYS. Every Tuesday, January 13th—May 5th, someone from the Technology Department will be in one of the campus computer labs to help you with whatever you need help with. You can come and work your on your website, a Movie Maker, Excel, PowerPoint, Word, or just get your general tech questions answered. Come work on a project, get your questions answered, and receive one CE hour.

## January Staff Development

DATE	COURSE	LOCATION	INSTRUCTOR
1/13/09	Tech Tuesday	HPS Library Lab	Michele Carpenter
1/14/09	Movie Maker	IS Computer Lab	Carrie Bitros
1/20/09	Tech Tuesday	IS Computer Lab	TBA
1/21/09	WOW	Primary Library	TBA
1/27/09	Tech Tuesday	MS Computer Lab	Carrie Bitros
1/28/09	PowerPoint	MS Computer Lab	Michele Carpenter