




File Delivery Service

Creating a Group

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 =Shortcut  =Advice  =Caution

Introduction

You may create a group in the File Delivery Service very much like you create a distribution list in Outlook. It allows you to group e-mail addresses under one name. A message sent to a group goes to all the recipients listed in the group.

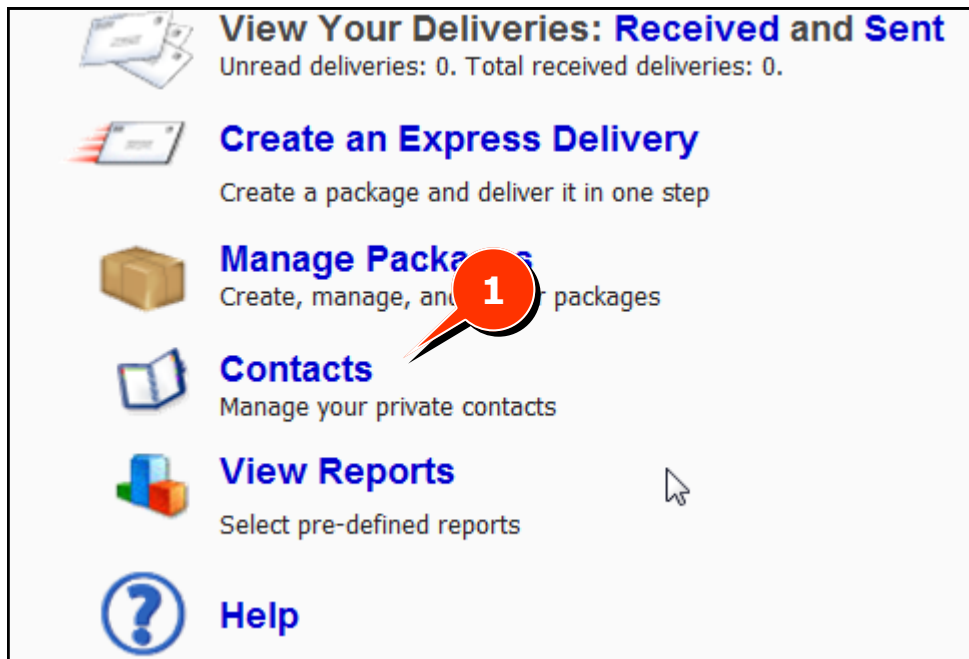
Process Summary

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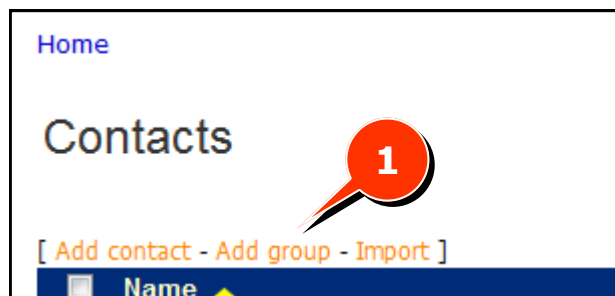
1. Access the File Delivery Service (fds.towson.edu) and then sign in using your TU **NetID** and **Password**.
2. From the **Home** Page, click **Contacts** (Fig 1, 1).

Figure 1



3. From the **Contacts** page, click **Add group** at the top of the page (Fig 2, 1).

Figure 2



4. The **Create New Group** page will appear.
5. Click beside **Group name** and create a name which will clearly identify the participants in the group (Fig 3, 1).
6. Click beside **Description** and fill in a brief description of the group (Fig 3, 2).

Figure 3

The screenshot shows the 'Create New Group' form. It includes the following fields and callouts:

- Group name***: A text input field containing 'OTS' (Callout 1).
- Description**: A text input field containing 'Office of Technology Services' (Callout 2).
- Members**: A large empty text area (Callout 3).
- Managed by**: A dropdown menu (Callout 4).
- Shared with**: A dropdown menu (Callout 5).
- * Required fields**: A red asterisk label (Callout 6).
- Save** and **Cancel** buttons are located at the bottom.

7. Click directly on the word **Members** (Fig 3, 3), a directory of names will appear.
8. Click the down arrow beside **Show names from:** (Fig 4, 1) and choose either **Contacts** (email addresses you have saved outside the Towson network) or choose **Global address list (TU Exchange)**. The names will appear in a list below.
9. After choosing the appropriate contacts list, click in the box beside **Search** and type in the last name of the contact and click the **Search** button to quickly find your recipient (Fig 4, 2).
10. Click the **checkbox** beside the desired name to select (Fig 4, 3).

The screenshot shows the 'Select Contacts' page in Internet Explorer. It includes the following elements and callouts:

- Search** box: Contains 'cara' (Callout 2).
- Show names from:** A dropdown menu set to 'Global address list (TU Exchange)' (Callout 1).
- Sort by:** A dropdown menu set to 'Name'.
- Members** table: A table with columns for 'Members' and 'Email address'. The first row shows a checkbox and the name 'Caravello, Cyndi K.' with email 'CCaravello@towson.edu' (Callout 3).
- Check all** and **Uncheck all** buttons are at the bottom left.
- Insert checked contacts** and **Cancel** buttons are at the bottom.

11. You may continue to search and select names. The list of participants will appear below the heading of **Selected Contacts** (Fig 5, 1).
12. When you have finished selecting names, click **Insert checked contacts** (Fig 5, 2).
13. The names will appear beside **Members** in the **Create New Group** page.

Figure 5

Members	Name	Email address
<input checked="" type="checkbox"/>	Hal Patricia	phalstead@towson.edu
Check all Uncheck all showing 1 - 2 of 2 First Prev Next Last		
Selected Contacts		
<input checked="" type="checkbox"/>	Wicklein, Jennifer	JWicklein@towson.edu
<input checked="" type="checkbox"/>	Urand, Rodney	rurand@towson.edu

14. You may give others the authority to manage this group by placing their email address in the **Managed by** field (Fig 3, 4).
15. You may share this group by placing their email address in the **Shared with** field (Fig 3, 5).
16. Click **Save** (Fig 3, 6).
17. You will return to the **Contacts** page and your group will be listed.