

Creating Groups

A group name can refer to any number of pre-existing or new email contacts and can be used to quickly address a message to groups without individually listing each contact.

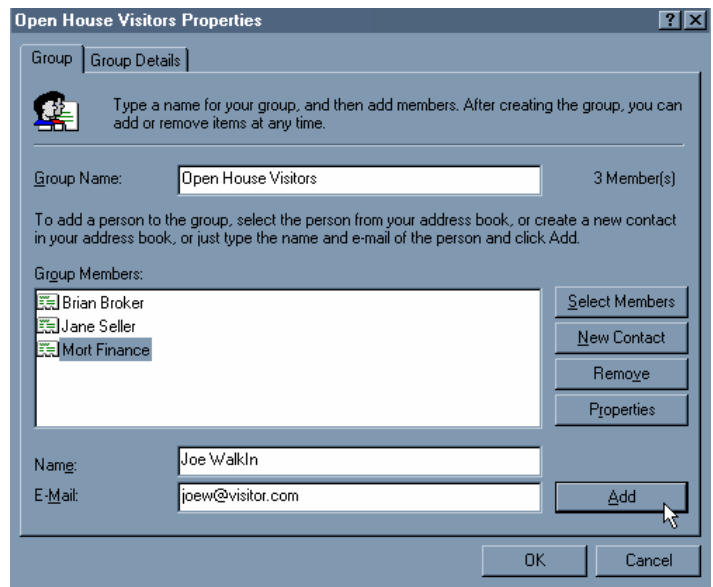
To Create a New Group

Open your **Address Book**

- Click **NEW...**
- Click **NEW GROUP...**
- Type a name for the group
- Type each individual's name and email address into the ADD line...

You can also select existing contacts from the Address book to copy them into the Group.

Click OK to save the Group.





Sending a Message to a Group

Create a New Message

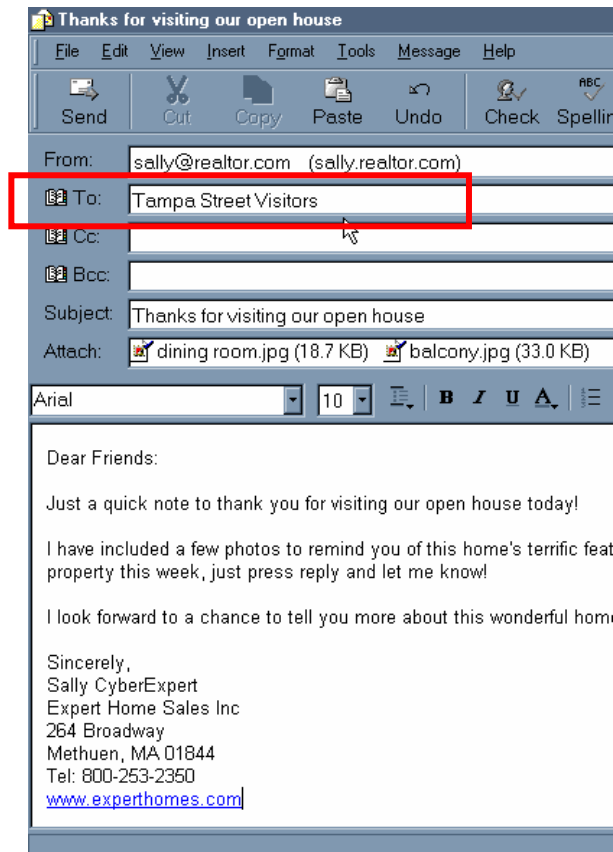
In the TO: line, type the name of the Group (instead of a list of individuals)

Type your message; add any attachments, if necessary.

Press SEND.

Note: If you want to hide the name of each recipient in the message, put the group name in the BCC: line.

SPAM policy: You may want to check with (or establish) a policy regarding sending bulk emails, especially if they are unsolicited. You do not want to annoy potential future clients by sending them SPAM unnecessarily. Additional, you may want to "ask permission" from recipients who give you their email address before putting them into any email marketing groups.



If the BCC: line is not present in your email message headers, click VIEW... ALL HEADERS

