

How do I create a Group (Distribution List)?

1. Open the Address Book.
2. Click on the NEW button on the toolbar (first button).
3. Choose Group.
4. Fill in the name of the Group.
5. Click on **ADD MEMBER**.
6. Double-click the names of each person you want in the group. You can choose the names from any of the books you have available. Notice that the names appear in the Address List on the right side of screen.
7. When you are done adding names, click on SAVE GROUP.
8. Click OK, then close the Address Book.
9. Any time you want to send a message to that group, open a new mail message, and type the name of the group in the TO box.

How do I edit a Group (Distribution List)?

1. Open the Address Book
2. Click on the Group you want to edit
3. Click on Details.
4. Click on Add Member.
5. Now it will show you everyone in the group. You can either Double Click on certain people to add to the group or you can select the person from the list on the right and click the REMOVE button below the list. or use the delete key on the keyboard to delete them.
6. Make sure you click on SAVE GROUP after you have made the changes