

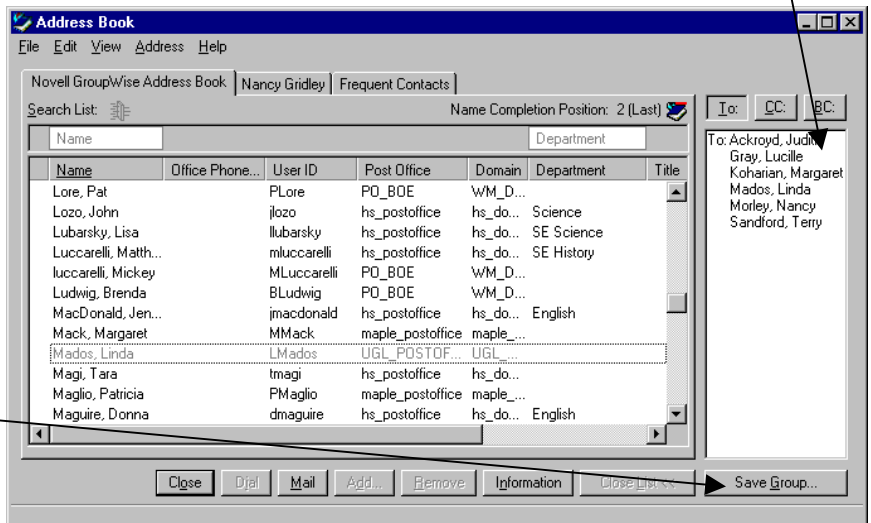
Creating Groups

You may wish to create an e-mail group. For example, the Library/Media Specialists often need to send a message to all of the other Library/Media Specialists. Instead of entering each person in the "To:" line, they can enter the name of the group, and the e-mail message goes to each member of the group.

To create a group, open up your Address Book. Double-click on a name you want included in the group. You will see it appear on the right side of the box.

Continue to double-click on names until you have everyone listed that should be included in the group.

Click on **SAVE GROUP**.



You will see this box.

Type in a name for the group - such as "Librarians".

Click OK.

