

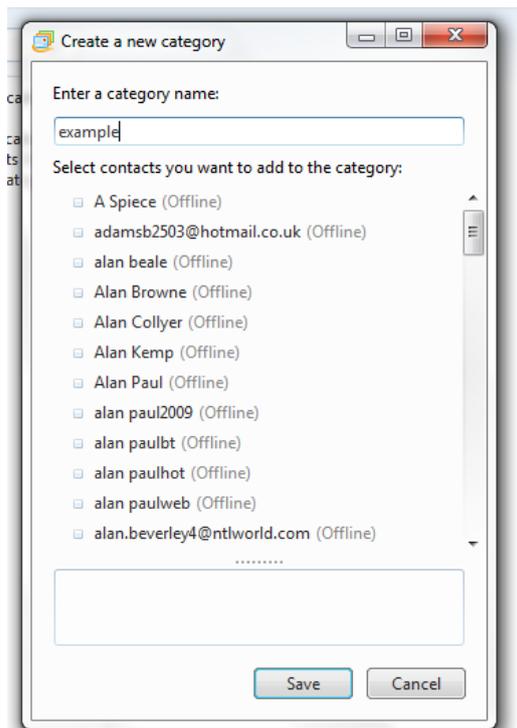
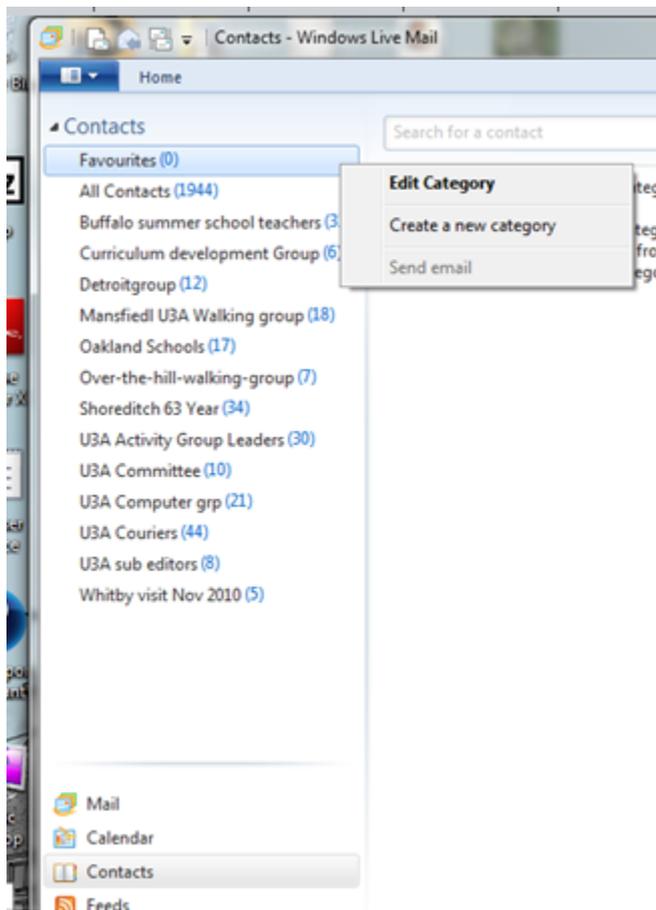
### Creating Group emails

It is convenient to Create an email contact which a group of addresses that can be called up as one identity.

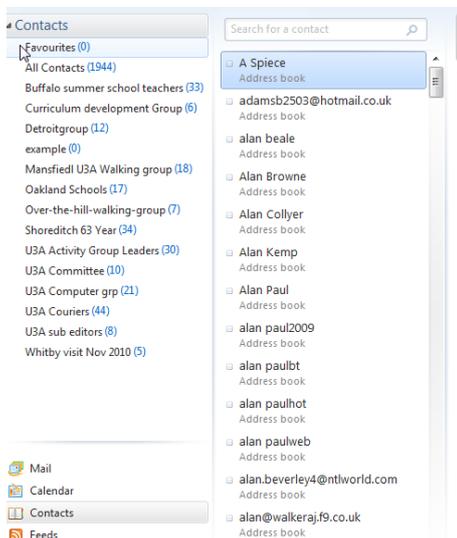
Go to your list of contacts and right click on favourites. That will bring the pop up menu, shown on the left below.

Left click on Create a new category.

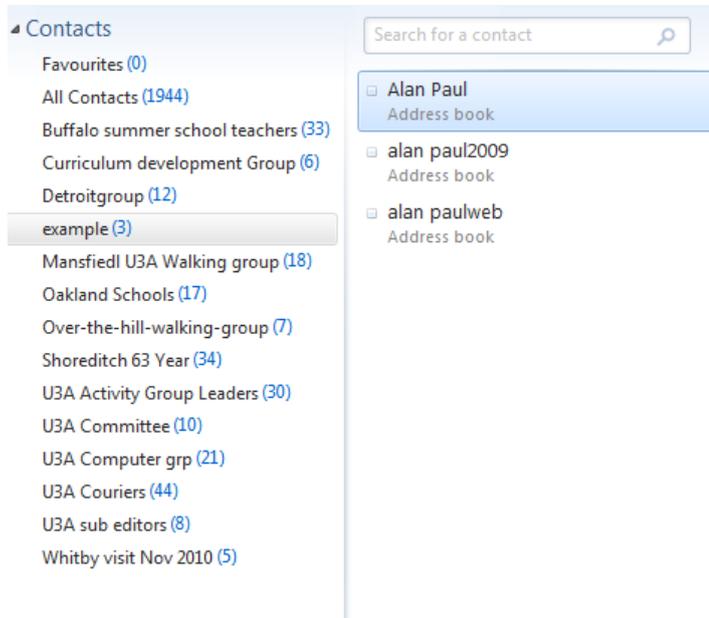
Type in the name of the new category (example), shown on the right below. Left Click on the Save button.



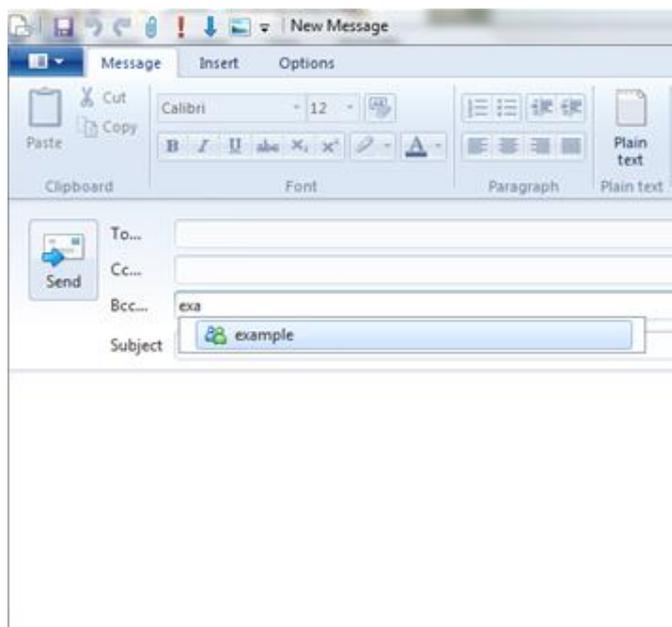
Below **example** is now listed as a category. The number in brackets indicates the number of addresses in the category. At this point in time it has no addresses ascribed to it.



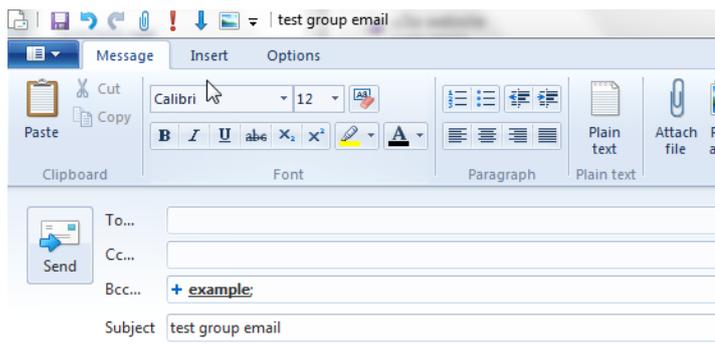
The addresses shown on the right column are those in the main address list. Addresses can be ascribed to **example**, by placing the cursor over the required address (it may be necessary to use the slider to locate the required address) hold the left mouse key down and drag the cursor to the category and then release the left key. Look to see if the entry has been accepted. The contents number in brackets should increase by one. In the above example, this has been done 3 times. Left clicking on the **example** category will list the addresses contained in that category. The addresses still remain in the main address list as well.



Sending an email to a group is straight forward. Start typing the name of the group and the computer will anticipate the name and show it on screen. Left click on the highlighted name and it will be established as the group receiving the email. N.B. it is often preferable to send group emails out via the BCC (Blind courtesy Copy) option. This will cause the mails to be sent to the recipients with out showing individual email addresses, on any of the emails.

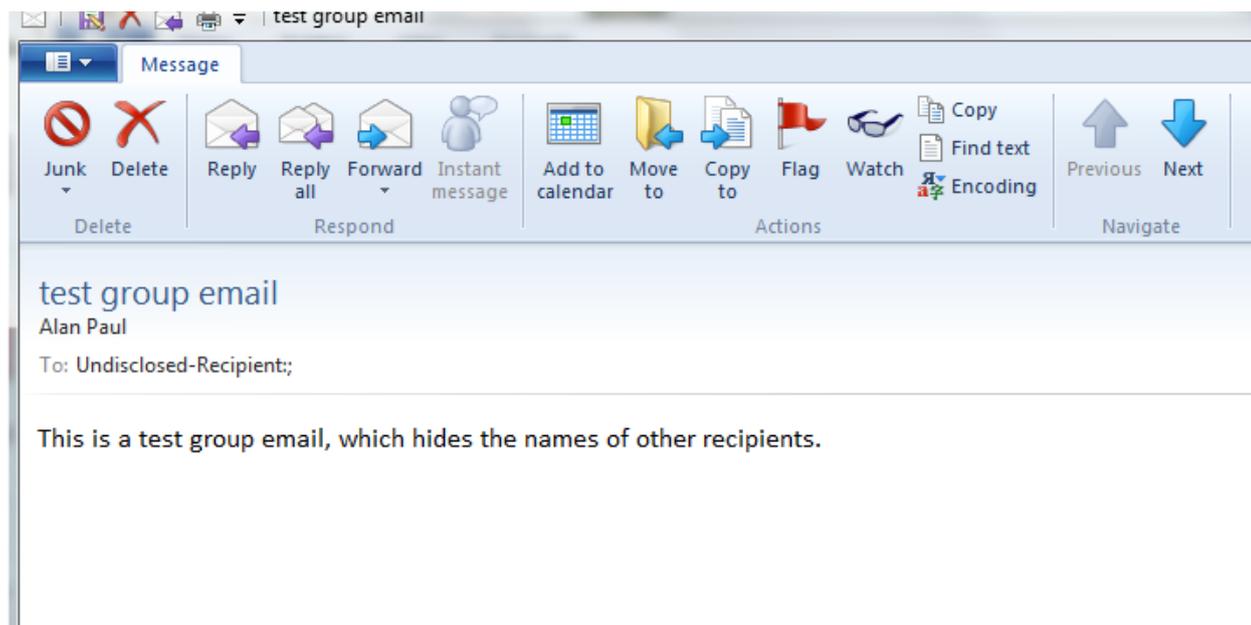


Here is the email ready to be sent



This is a test group email, which hides the names of other recipients.

All recipients will receive an email that looks like the one below. The message “to Undisclosed recipient” is shown because no name was put in the **To** box when sending the email.



Alan Paul

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