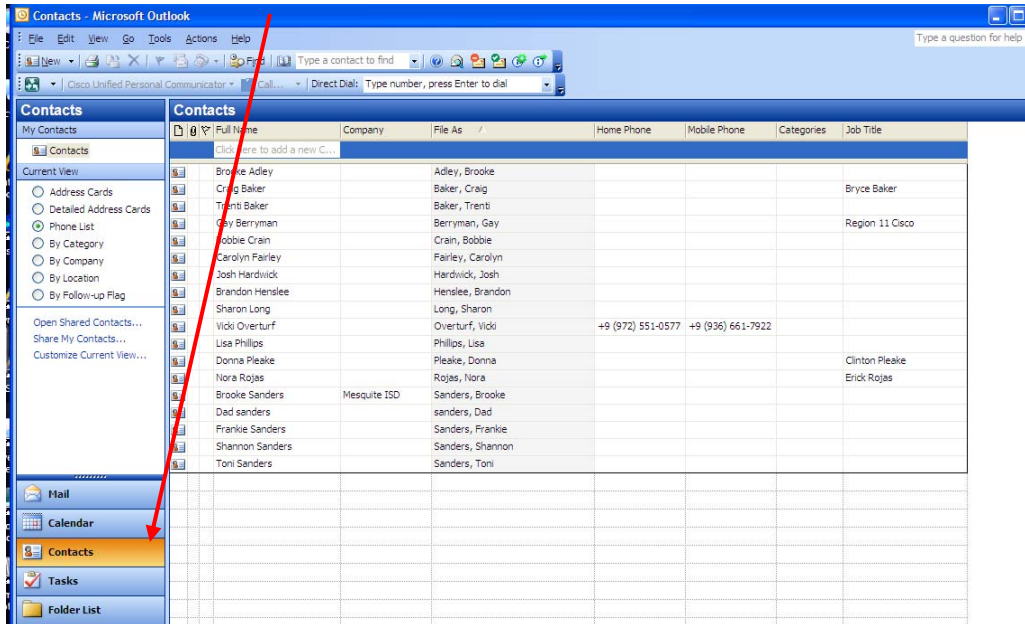


To Create a Mailing List

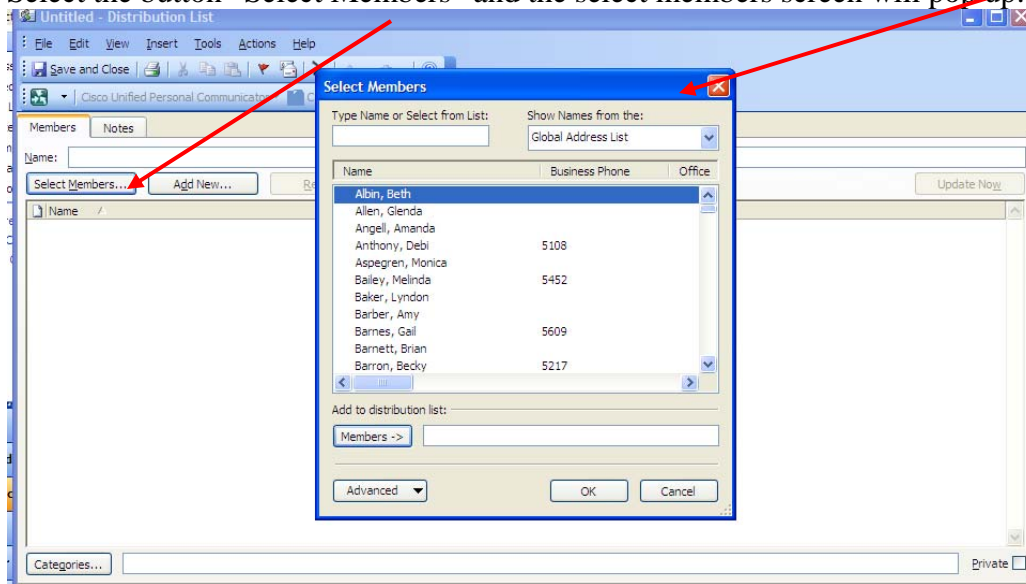
Select the Contacts Tab in the lower left corner.



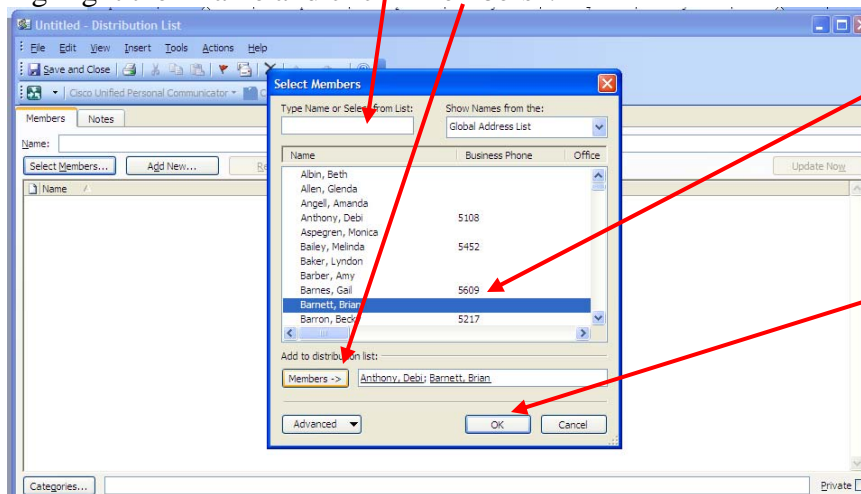
Press the arrow that is next to "New" and select Distribution List.



Select the button “Select Members” and the select members screen will pop up.

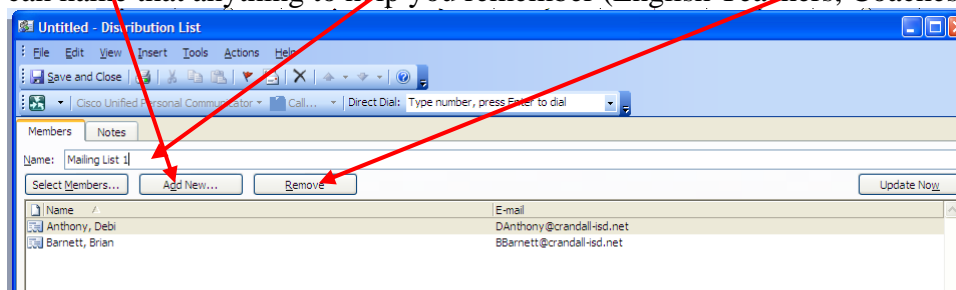


Search members from the search menu. When you find the person you are ready to add, highlight their name and click “Members”.

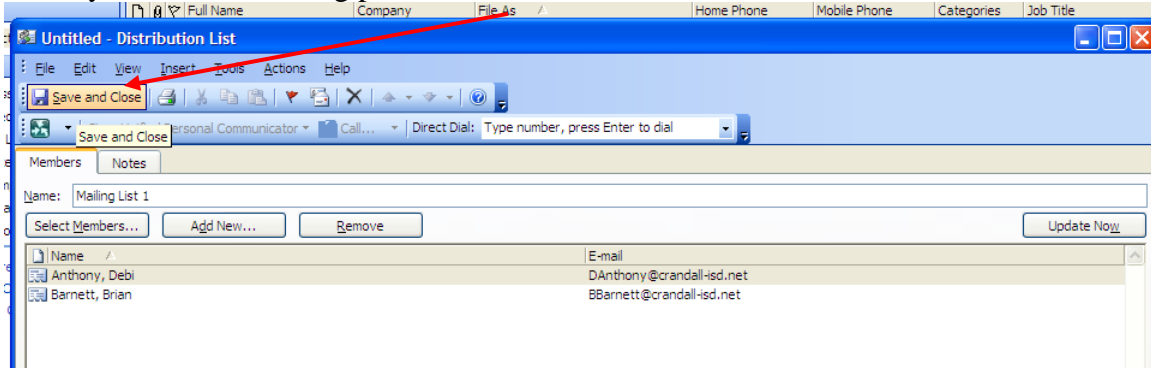


After you add all of the names for the mailing list select OK.

A list appears of all of the names added to your mailing list. You can “Remove” and “Add New” as needed. A name will also need to be added for each mailing list and you can name that anything to help you remember (English Teachers, Coaches, etc.)



When you are done editing press “Save and Close”.



In your contacts you now see your new mailing list. It will be listed under what you named in originally. When sending an email you will type into the “To” line the group name.

