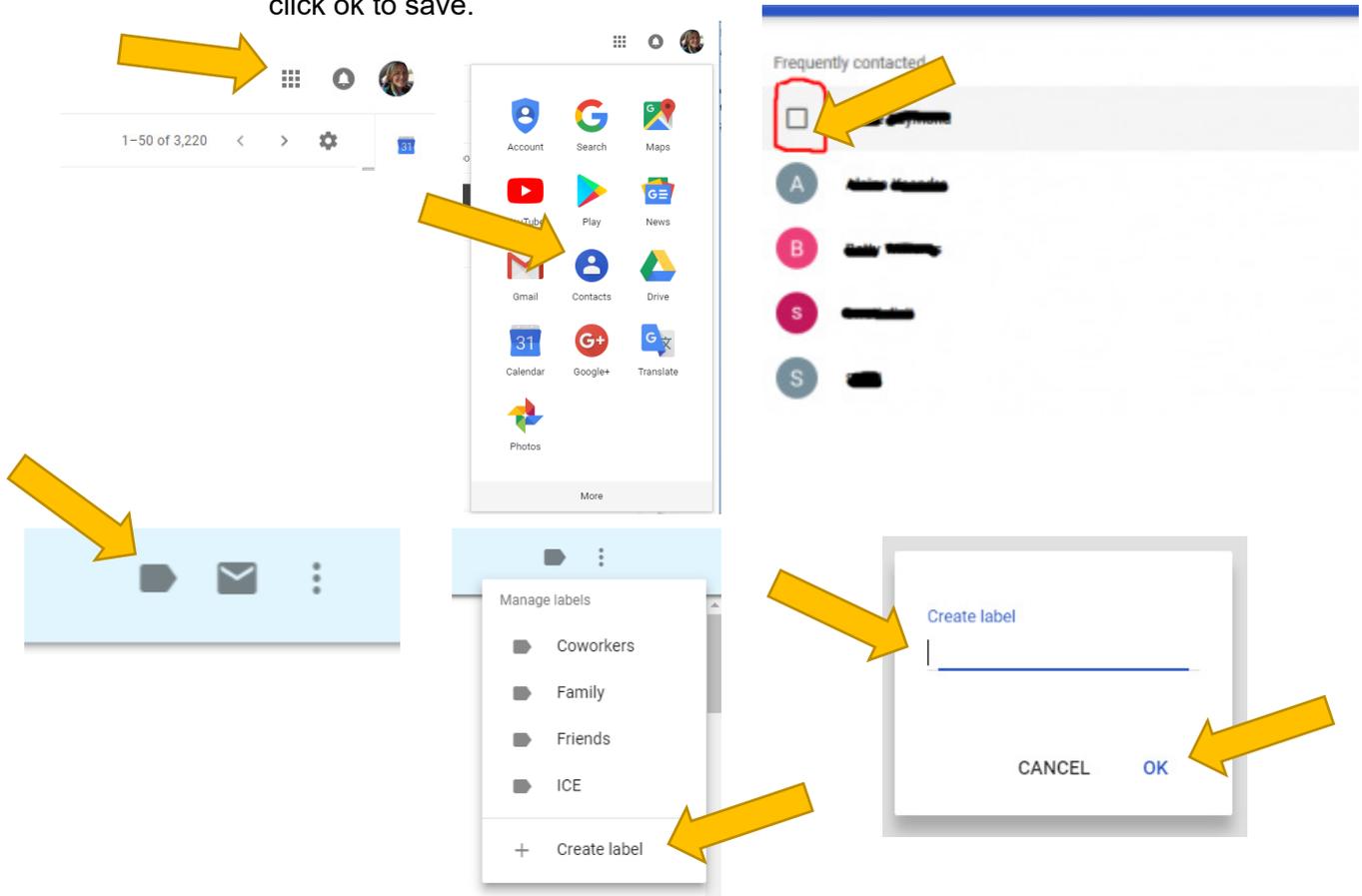


## How to set up a group email

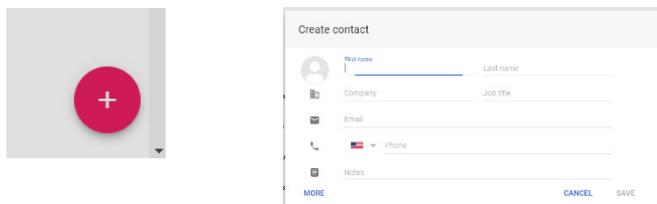
Rather than putting in addresses for each member of your committee, you can create a group email and easily send to everyone.

- **Gmail**

- In your Gmail, click on the grid of 9 boxes in the upper right. Select Contacts. Click on the letter icon to the left of the contact name that you'd like to add to the group (The icon will turn into a checkmark box when you hover over it). Click on Manage Tags icon in upper right, then Create Label. Type in group name, then click ok to save.



- If someone is not listed in your contacts, you may need to add them as a new contact by clicking the plus sign in the bottom right corner of the Contacts page.



- To send an email to that group, simply start typing the group name into the email "To" field. Gmail will offer options below the text field that you can click on. Click on the group name that you would like to send to, then send your email!

- **Yahoo**

- Click the **Contacts** icon. Click **All Contacts**. Select the contacts you want to group together. Click **Assign Contacts**. Choose a list or create a new one by entering a name in the "New List" box. Click **Done**.
- To send an email to that group, open a draft or new message. Enter all or part of the group name in the address field. Select the list from the pull-down, and all contacts in the list will be added to the field. Then send your email!

- **Hotmail**

- At the top left of the Outlook, Mail website is a menu button. Click it to find several titles of more Microsoft-related products like Skype and OneNote. Click People. Click the arrow next to the New button and choose Contact list. Enter a name and any notes you want to add to the group (only you will see these notes). In the "Add members" section, start typing the names of the people you want in the email group, and click each one you want to be added. When finished, click the Save button at the top of that page.
- Create a group in Windows Live Hotmail. Now create a new email message. Click Show Cc & Bcc. Type your group's nickname in the Bcc: field. Alternatively, you can insert it from your Windows Live Hotmail address book. Compose the message and send it.

- **AOL**

- Select Mail | Address Book from the menu in AOL. Now select Add Group from the Group Options drop-down menu. Type the desired name of your group under 1. Highlight any contacts already in your AOL address book who you want to be members of the new group under 2. Click Add. Add any further email addresses under 3, separated by commas. Click Save. (Note that AOL will deliver an email only to up to 100 recipients.)
- To deliver a message to your new AOL group: Click Write in the AOL toolbar to start a new email. Start typing the group name in the Send To: or the Copy To: field. Click on the group name under Suggestions:. To avoid all the addresses becoming available to all recipients of your group message, put the entire group in parentheses.

- **Outlook**

- After opening your mail, go to the bottom left, click on the people icon (#1), click on New Contact List (#2), Give your group a name and click on the + sign (#3). When the box opens, start typing in a name and when it appears, click return. Continue this procedure until you finish creating your group.

