Contact groups (Distribution lists)

In this email system Contact Groups can be used:
- to organise your contacts
- as Distribution Lists

Therefore, if you were to:
- **Set up a Contact Group**, e.g. Committee
- **Put contacts** in it, e.g.
  > Chair <chair@saltashu3a.org.uk>
  > IT <it@saltashu3a.org.uk>
  > Members <members@saltashu3a.org.uk>
  > Publicity <publicity@saltashu3a.org.uk>
  > Speakers <speakers@saltashu3a.org.uk>
  > Treasurer <treasurer@saltashu3a.org.uk>
  > Groups <groups@saltashu3a.org.uk>
  > Secretary <secretary@saltashu3a.org.uk>

- When **sending** an email, you could:
  - Select **individuals** out of the group, or
  - Send to the **whole group**

Create a Group and Add Contacts to it

1. **Login** to email.
2. Click on the **Contacts** (address book) button in the top right-hand corner of the Inbox screen.

3. Click the **+** under the **Groups** column to add a new group.
4. Enter the **Name** of the new group, e.g. Committee, and click **Save**.
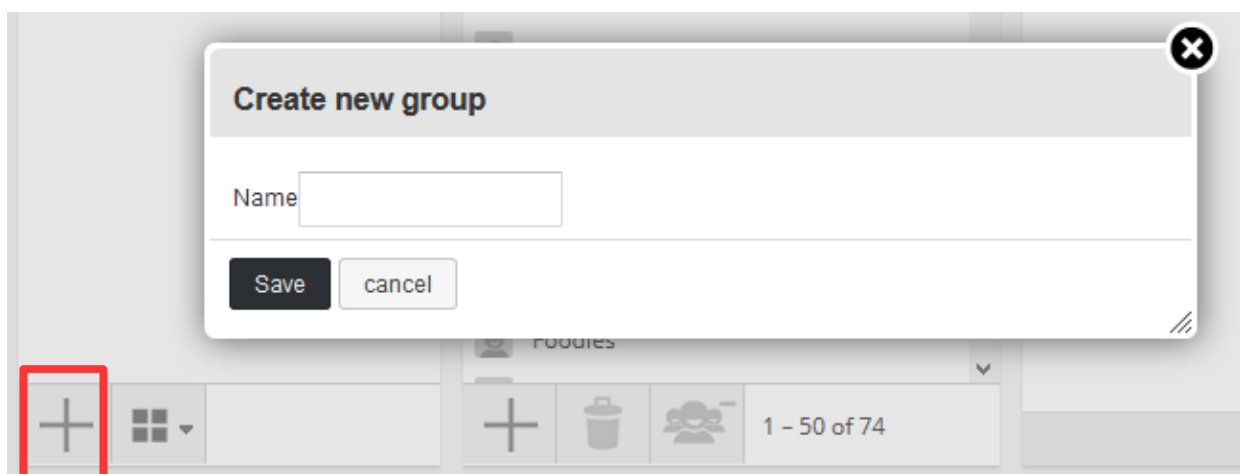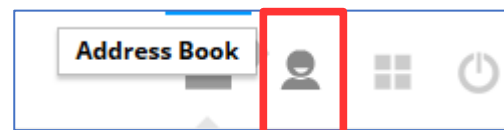
5. Select the new **group** in the list, e.g. Committee.
6. Click the **+** under the **Contacts** column to add a new contact to it.
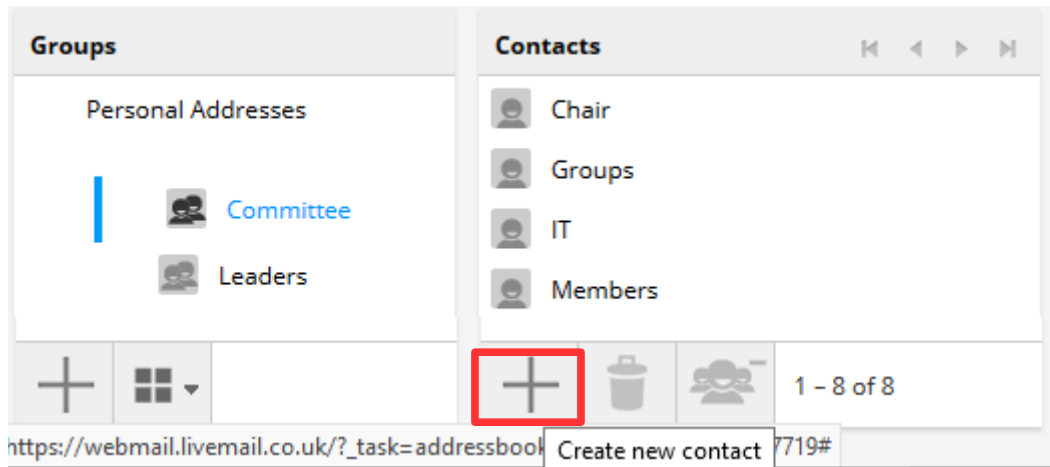
Using Contacts and Contact Groups

1. To insert individual contact names or group names in the address fields of an email message firstly click into the relevant **field**, i.e. To, CC or BCC.

2. There are several ways in which you can add addressees:
   - If you **start to type** the contact or group name the system should display it and other similar addresses simply because you have added it to your address book (Contact list).

   - If you prefer to select from a list, click on **Personal Addresses** in the 'menu' bar on the left to display the contents of your address book. **Double-click** on the required individual name or group name to add it to the currently selected address field.

   NOTE: If you happen to be in the Address Book when you decide to create and email, you can:
   - Select **one or more** addresses; this is the point the Compose tool becomes active.
     The usual multiple selection methods apply and so to select more than one:
     - <u>Either</u> click on one and then hold the **Ctrl** key while you click on other non-adjacent addresses
     - <u>Or</u> click on the first one or a list of adjacent addresses, hold the **Shift** key and click on the last of the list you require

   - Click the **Compose** tool to automatically place the addresses in the To field. This field is assumed as it is the first one in the email form. You can still add further addresses to the CC and BCC fields in the normal way.