

Creating a Group in Webmail Address Book

Click on **Options**

Click on **Address Groups**

You may or may not currently have any groups

Select: **Add new Members**

Select: **List all**

This will show you everyone in your personal address book.

You want to create a group that just has **Your School** addresses

We can select one at a time BUT

If you only have the **Your School** addresses – click on **Toggle All**

All will be **checked** at the left of the name

If you do have a few others mixed in, it may be more practical to **uncheck** those you do not want in Your School Address Book

Scroll to **bottom**

Add to **New Group** – It will tell you to: **Supply Group Name**
Type in **Your School**

Add - Add Successful

You may want address groups of teachers in the same grade or department

You may want an address book listing just parents.

Individual accounts are listed in alpha order by first name (not the most practical)

You may add or remove anyone from any group.

If you remove someone from your address book she/he will be gone from group(s)

When you **List all groups**, you see the groups you have created

To send a message to a group:

Click on link for: **Compose**

TO: Your cursor is there

Click on **Groups**

To: Cc: Bcc: Highlight **the group you want**

Close