

## Creating Groups for Webmail

Firstly, what is a group and why create one?

Groups are a collection of email addresses and are generally used to send email to a particular set of people. In other words, a email is sent to your choice of addresses, and no one outside the group needs to know what you have sent.

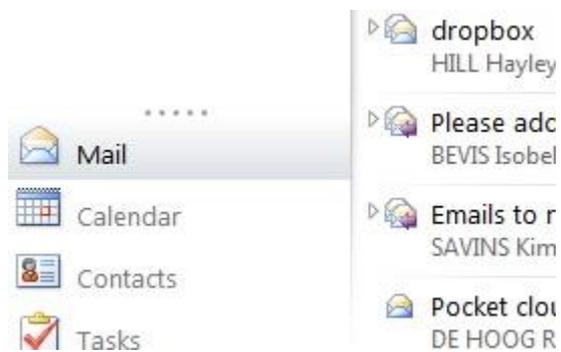
It's like sending an Allstaff but only the staff you want actually get the message.

How to create Groups in Webmail is easy, and as you can see, I quickly made this one from home, but took some screen shots to help you create your own Groups.

Some of the screen shots may be a little distorted due to fitting it within the page.

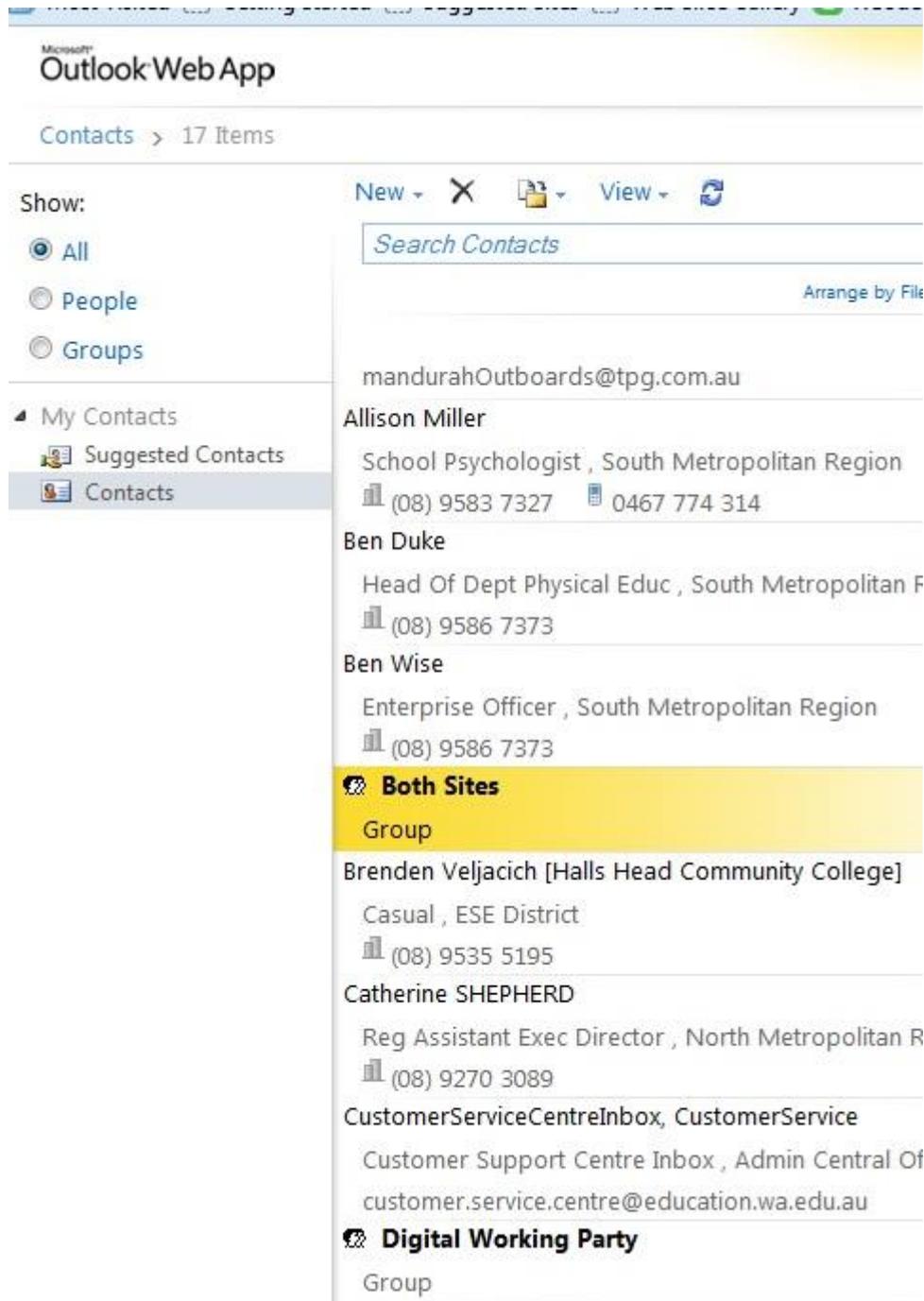
Okay, let's go and create one or two or more.

Open up your Webmail. No picture for this, we all know how our Webmail looks, but take a look at the area on your Webmail as shown in this picture below.



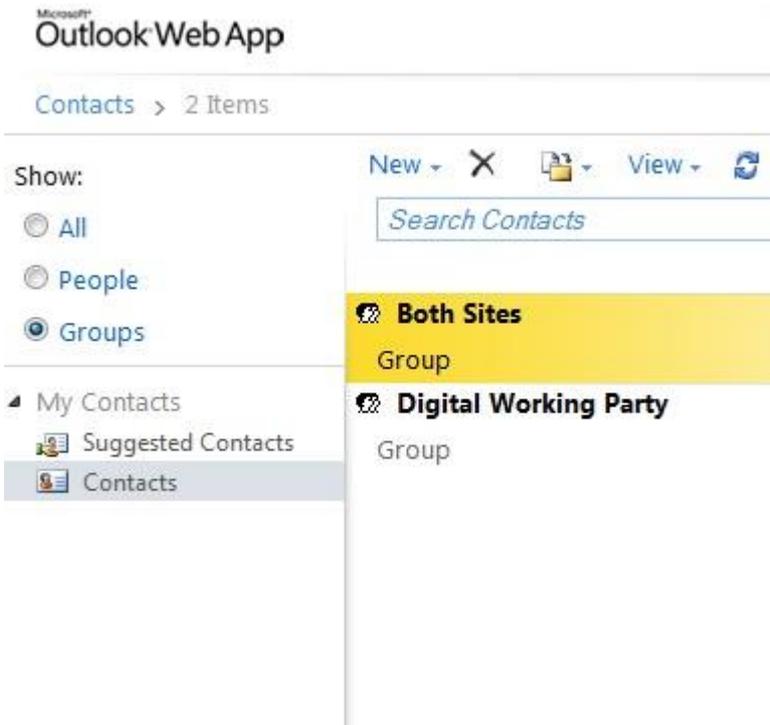
Now click on the Contacts folder. No, not here on this page, the one on your Webmail.

Next you should have a larger picture that I have below with different Contacts.



Now click in the circle next to Groups and you will probably have no listings, but don't worry about what I have, I had Groups that I previously used.

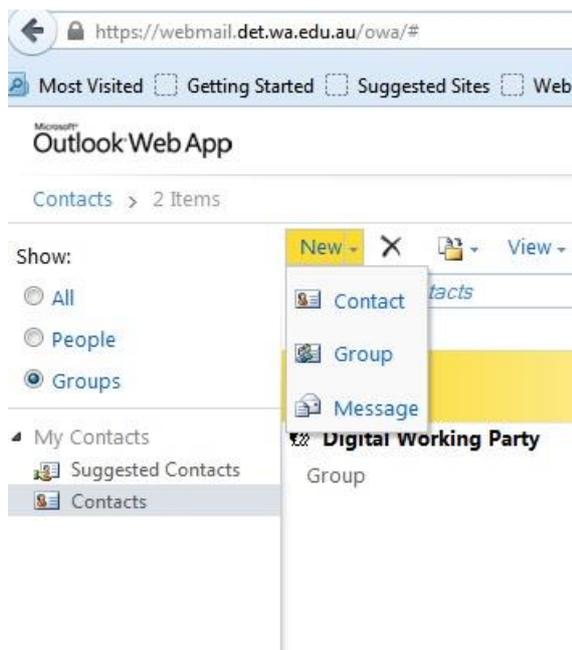
See the picture on the next page.



As you can see, I already have two groups in my Webmail.

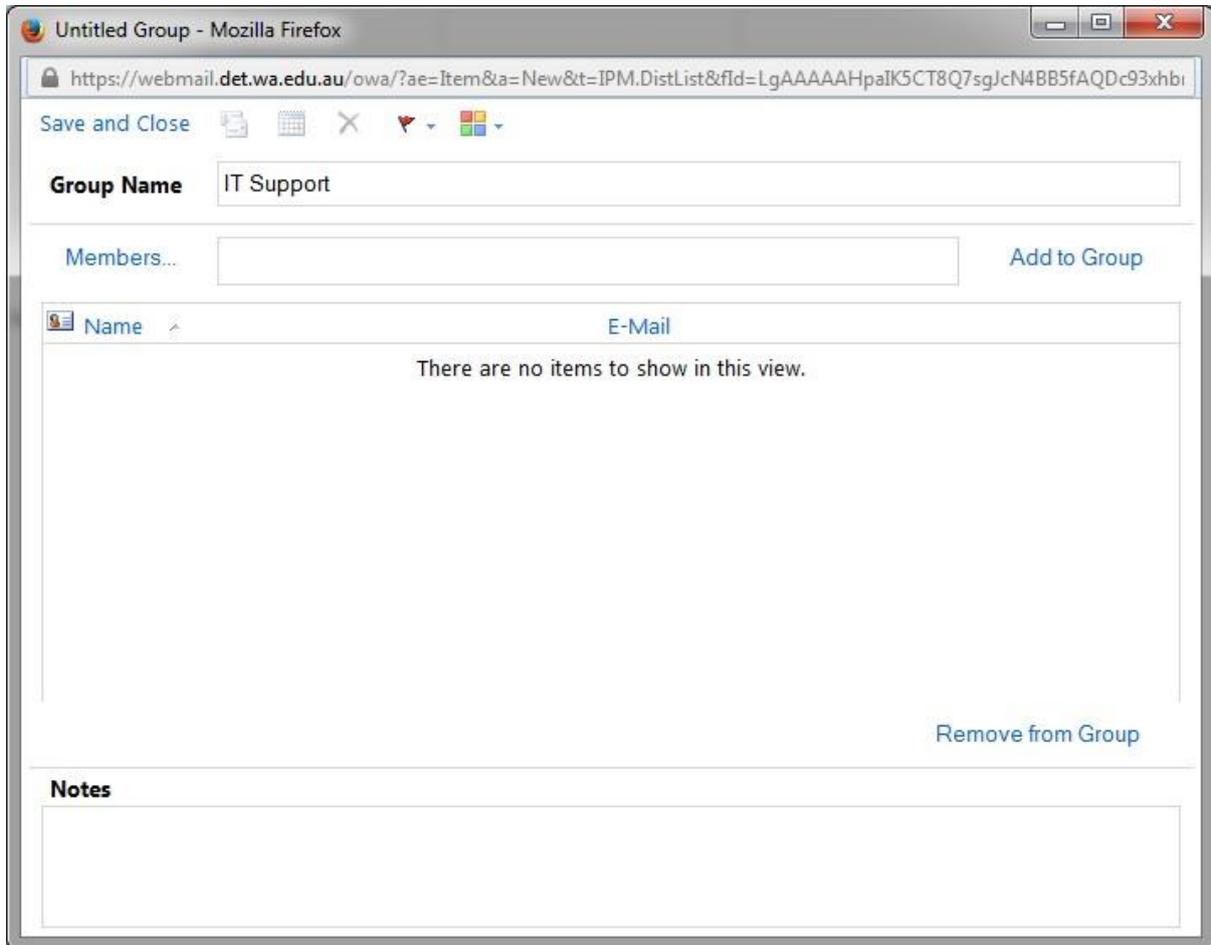
The **Both Sites** group contained the email address of JohnTonkin.Tindale and JohnTonkin.PET, soon to be extinct (deleted).

Next, select **New** and in the drop down, select **Group**, the drop down looks like the picture below.



Continue onto the next page and we will create a Group and add Contacts.

After selecting Group in the drop down, you will be presented with a new window. I have already gone on ahead and given my new Group a name, one that I will know who the intended recipients will be. See picture below, and my new Group name is **IT Support**.

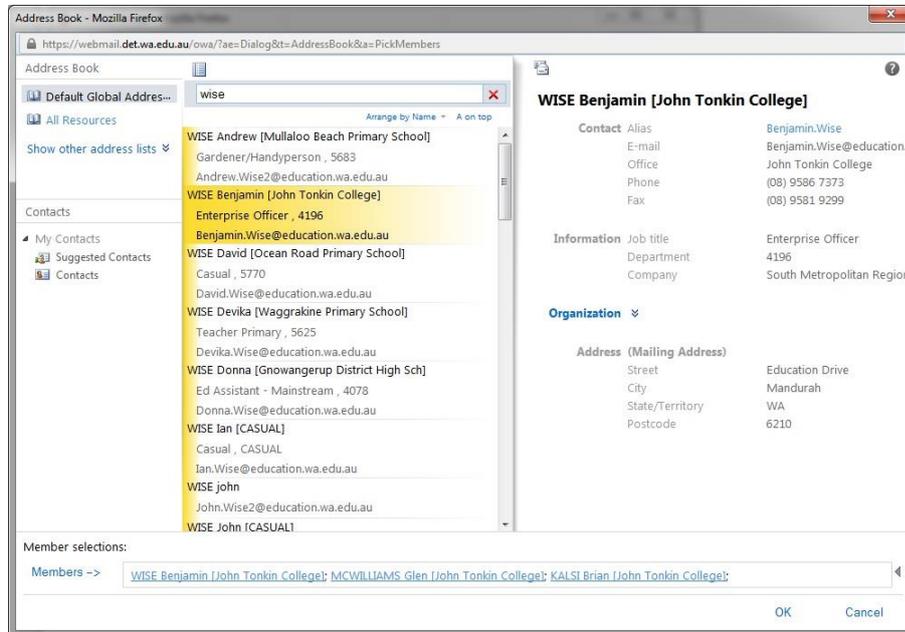


After giving your Group a name, you will want to add Members, so go ahead and click on **Members**.

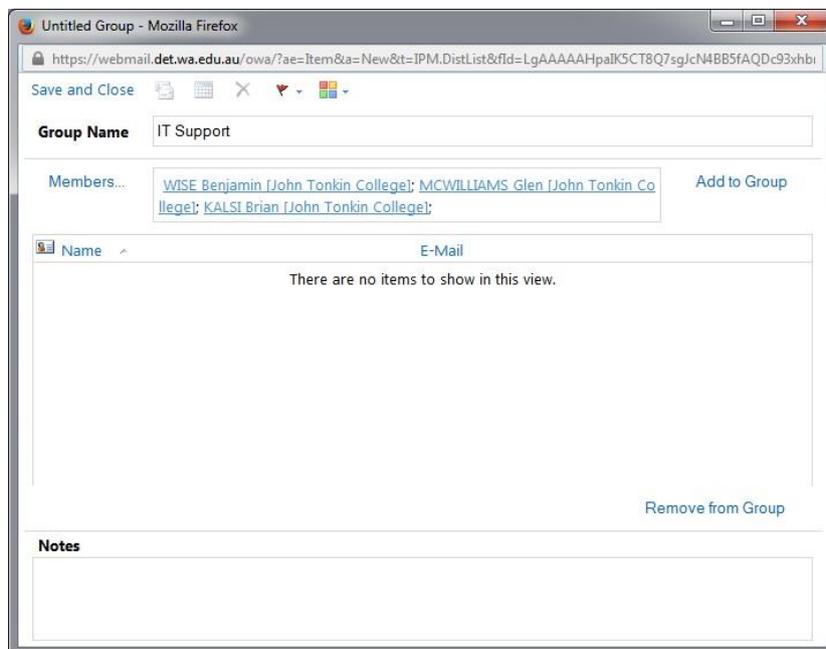
Keep reading over the page and you will see how to add contacts.

Sorry, I raced ahead and selected three members as you will see in the next picture.

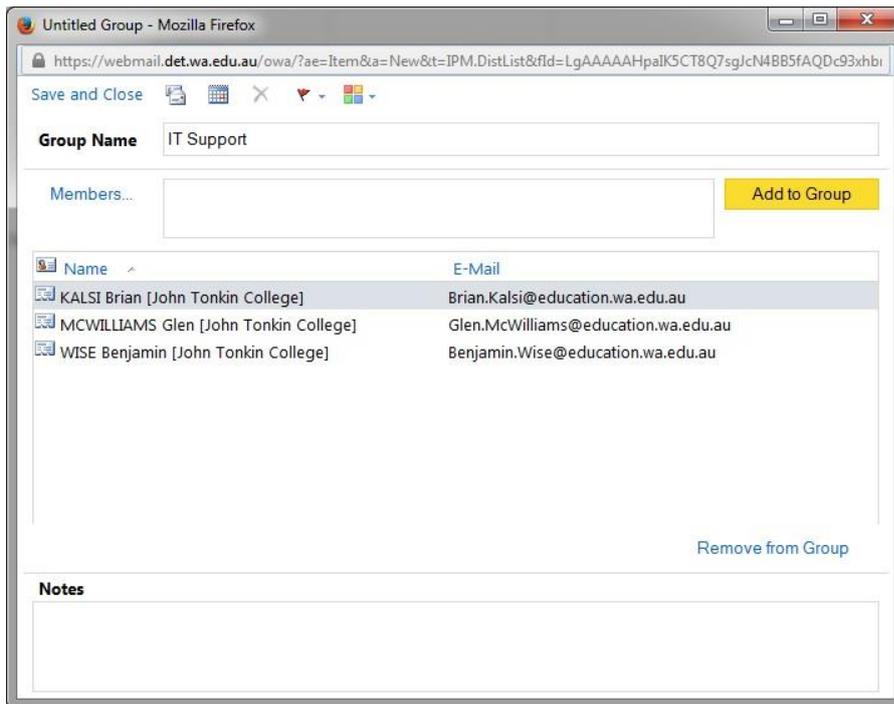
You can select members from your existing **Contacts**, or select from **Default Global Address**. For this example, I chose **Default Global Address**. First I typed in a Surname and pressed Enter on the keyboard, found the person I wanted and then clicked on **Members** below. Next I searched for another name and added that one too, then another.



When I was happy with my selection, I clicked on **OK** which brought me back to the following. See picture below.

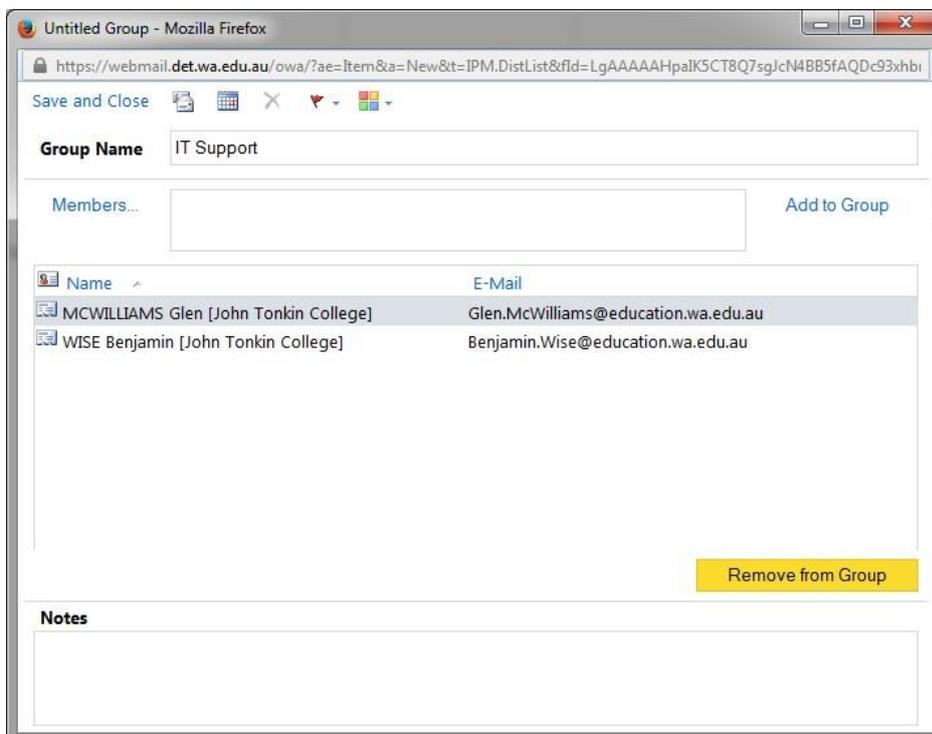


Now click on **Add to Group**, and on the next page you should get a picture like mine.



Hang on, I made a mistake, Brian Kalsi is not in IT, I am going to have to remove him. Sorry Brian.

To remove Brian, I simply select him by clicking on his name once, which will make a highlight selection. Then I click on **Remove from Group**, and my new selection is now pictured below.

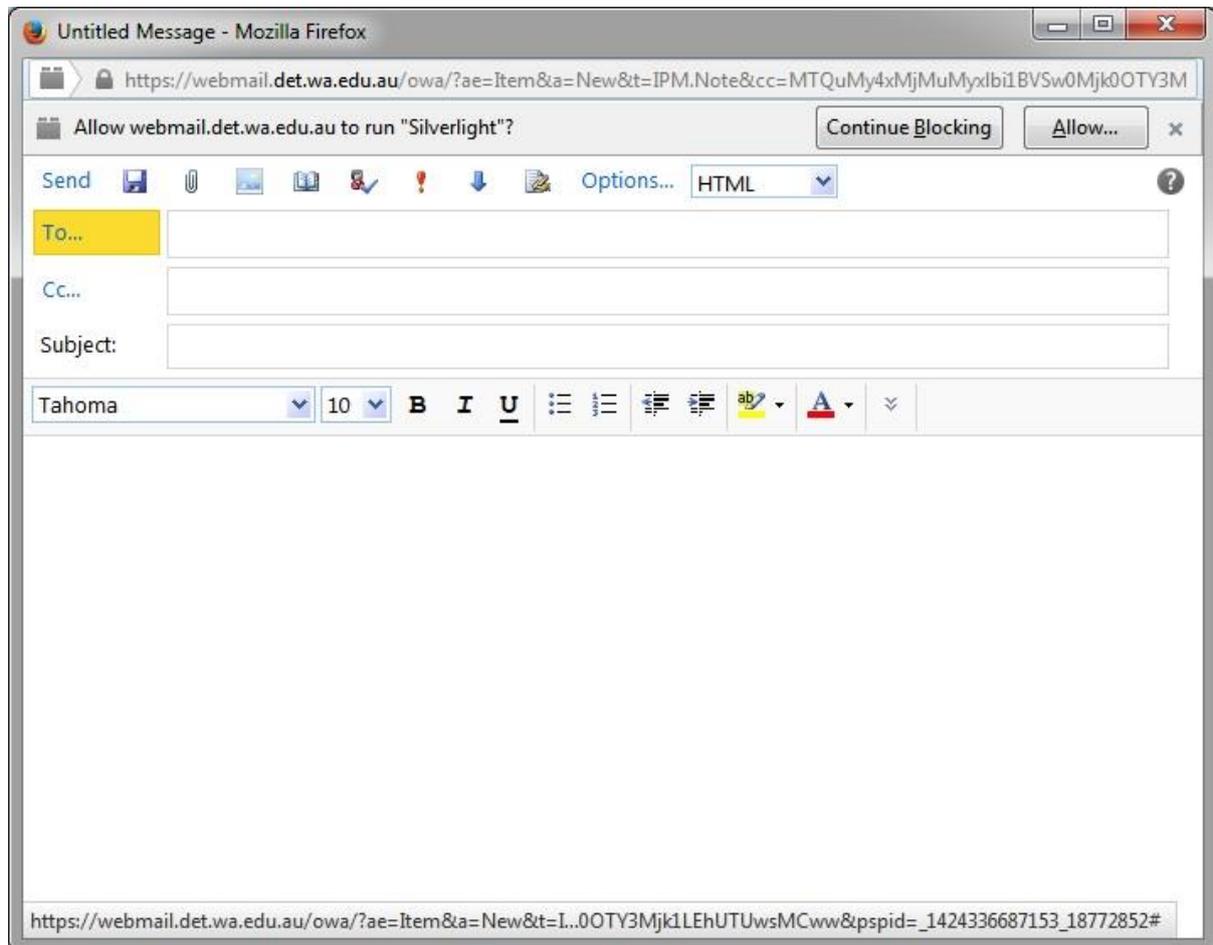


If you are happy with your Group, click on **Save and Close**. If not, click on **Members** add more.

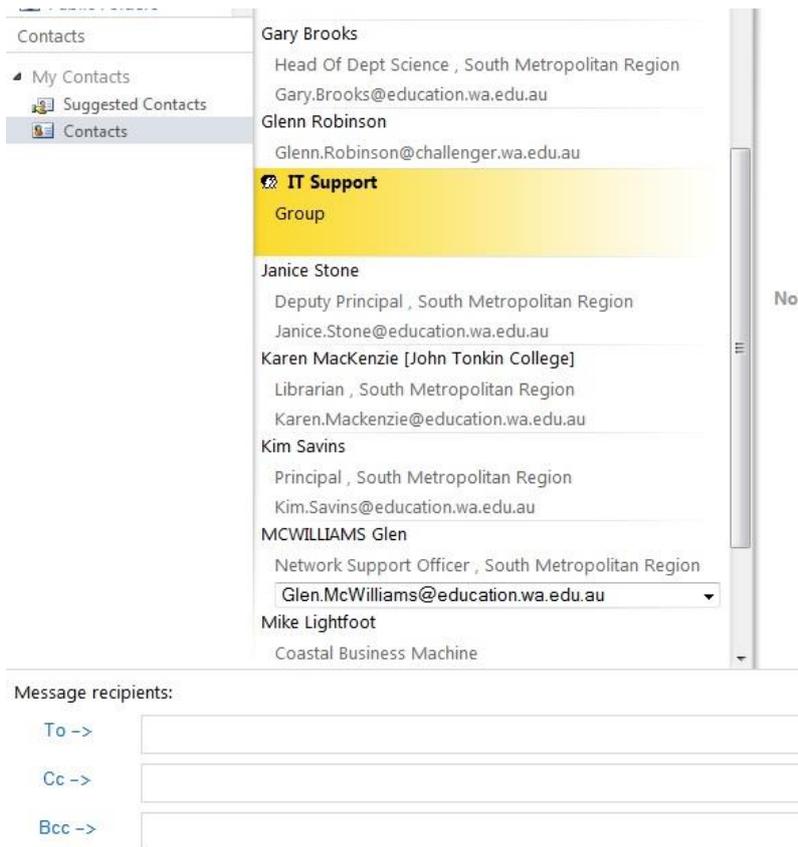
Continue to the next page. We are almost finished and then I will show you how to send to your new **Group**.

Sending to a Group is much the same as sending to a Contact, but I will guide you in case you have never used a Contact before.

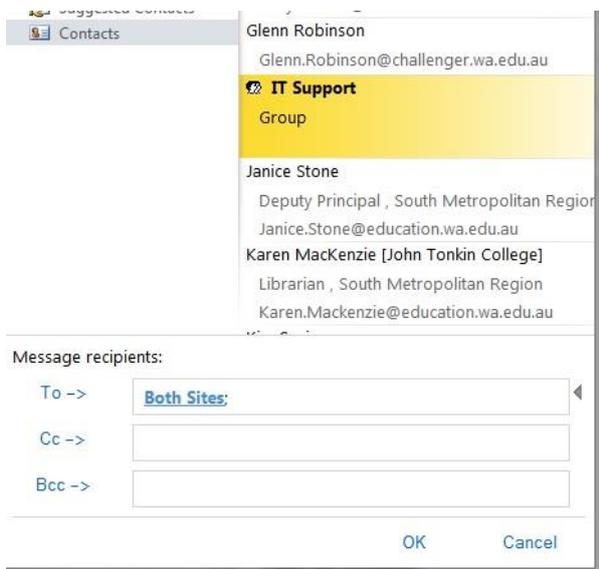
Back on your regular Webmail, click on New mail. You will have something similar to the picture below.



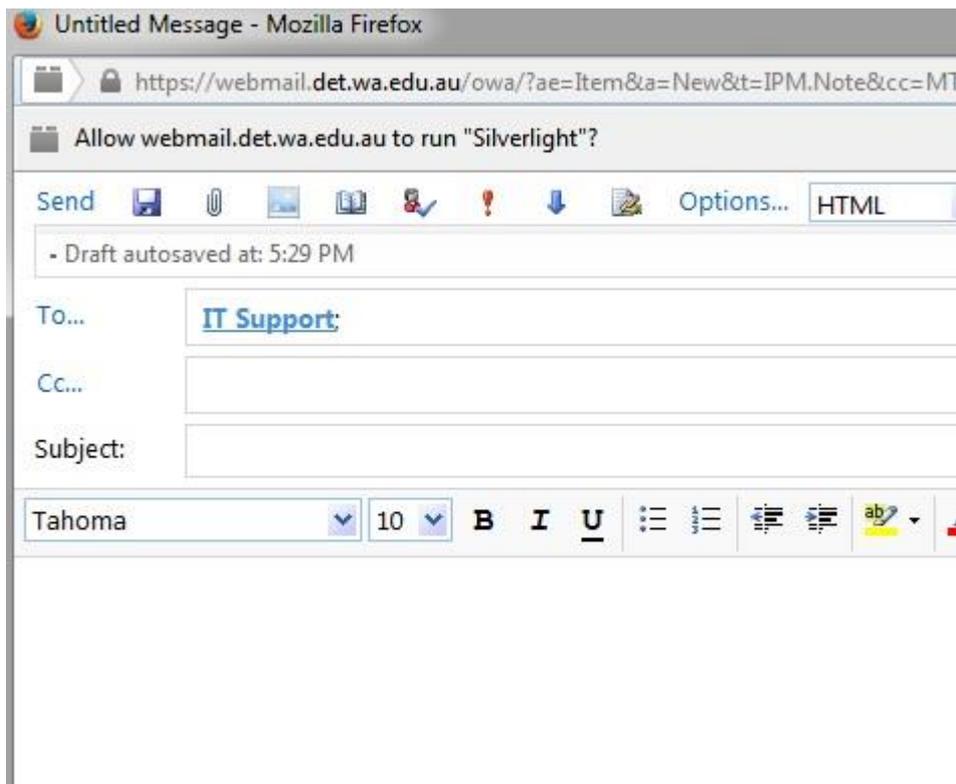
Now click on To..., and you will be back at the **Default Global Address**. But if you look further down, you will see **Contacts**. Click on **Contacts** and you will see similar to my picture on the next page



I had to scroll down to find my group that I want to send to, then I clicked on the **Group** once, and then clicked on the **To ->** which inserted the Group. See picture below.



When I was happy with my selection, I then clicked on **OK** and was brought back to my email that looks like the picture on the next page.



Now back at my email, and with my **Group** selected, I put in an appropriate **Subject**, typed up my email and sent it.

Go ahead, make some Groups up for yourself and if someone leaves the Group or you want to add someone to the Group, it's even easier.

Just select your **Group**, then right click on the **Group** name and select **Open**. You will know what to do from here.

I hope this has made your emailing a little easier.