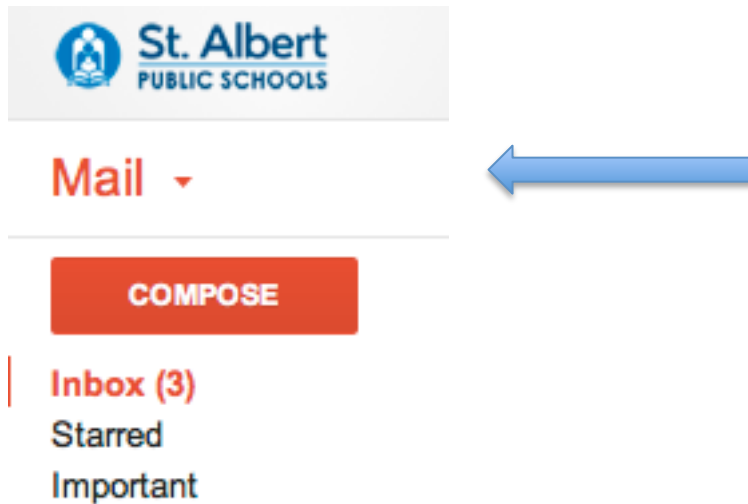


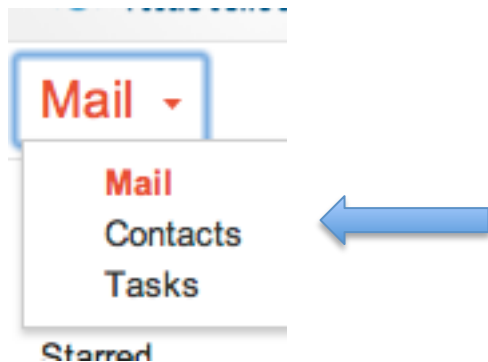
Setting Up a Group Email List

1) login

2) On the left side of your email page, click where it says: “Mail”



3) Click on “contacts”

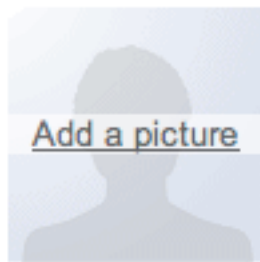


4) Click on “new contact”



Setting Up a Group Email List

- 5) Add name and email address from your list of emails;
NOTE: it is up to you how you want to name → I usually just go by the student's name as it is easier to remember. If I have more than one email for a student, such as mom and dad having different emails, I just put “mom” in brackets after the student's name



Doe, John (Mom)

Job Title , Company

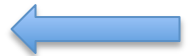
My Contacts



Work

mommydearest@gmail.com

Add email



Work Phone



Mobile Phone



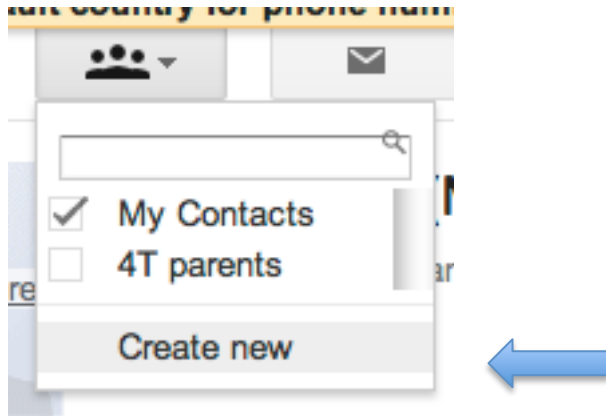
- 6) Now you want to assign this person to a group. Click on the group button

Your default country for phone numbers in contacts

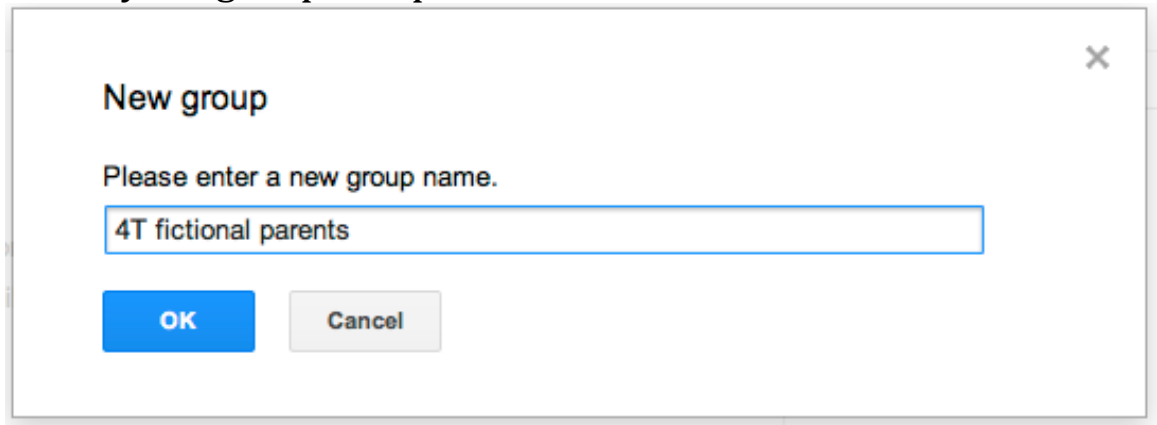


Setting Up a Group Email List

7) Click on “create new”



8) Name your group and press ok

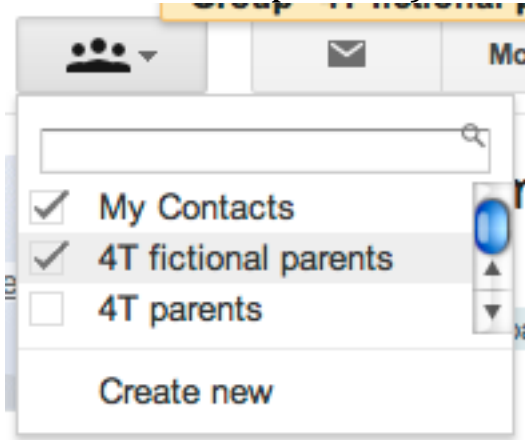


9) Click on new contact and enter info (name and email address) for your next contact

10) Click on the group button

Setting Up a Group Email List

- 11) From the drop down menu click the check box for the group you want your new contact to be a part of (such as 4T fictional parents)



- 12) Repeat steps 9 to 11 for all other contacts. Rinse and repeat.

Setting Up a Group Email List

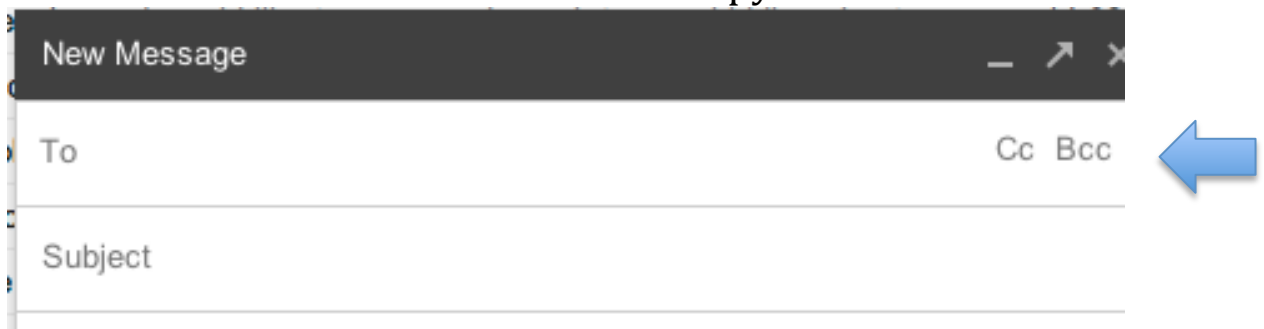
When sending an email to your contact group:

1) Click on “compose”

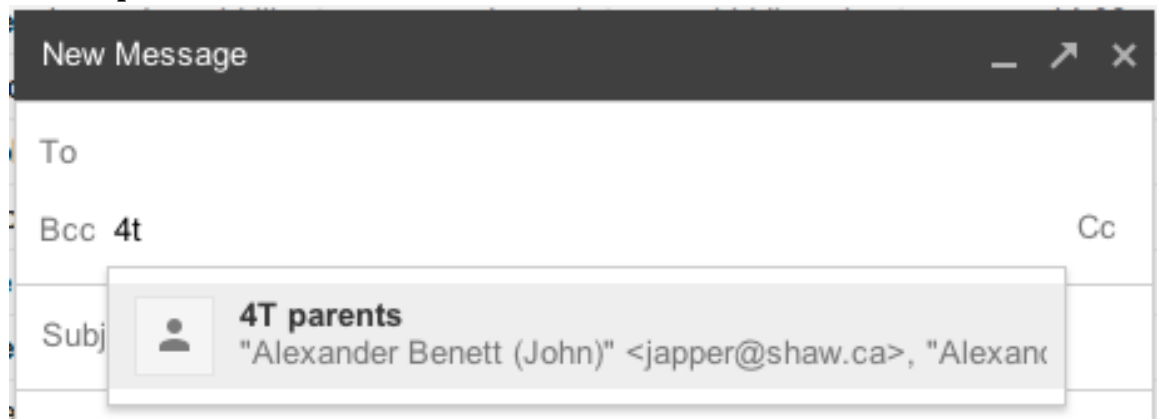
COMPOSE

2) In your new message, in the “To” field, you will see “bcc” ; click on “bcc”

BCC stands for Blind Carbon Copy



3) Type in the bcc field your group contact name, such as “4T parents”



4) You want to send any email out to parents in the BCC field so you are not giving out other parents’ emails; you want to keep this information private unless a parent is willing to share it with others

Setting Up a Group Email List

- 5) When you select your contact group, the BCC field will fill with the emails that are a part of that group