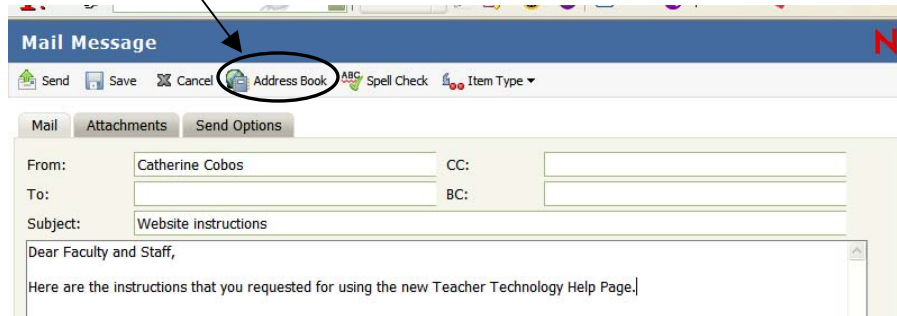


Groupwise

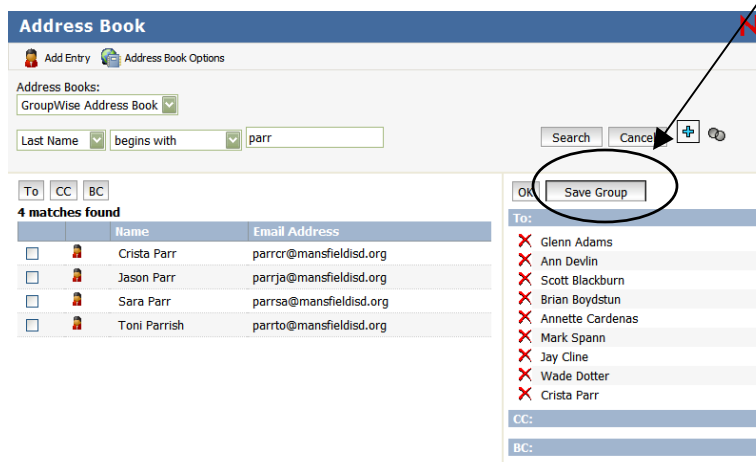
How do I set up mailing groups?

(When you send out emails to a specific group of people)

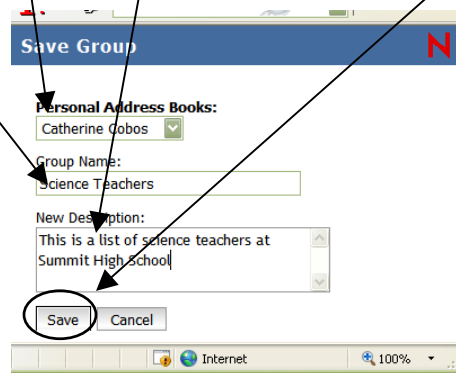
1. Logon on Groupwise. Open new email. Type in Subject field and email. Click on the Address Book Icon.



2. Add names of the people that you want to send the email to. Hit Save Group.

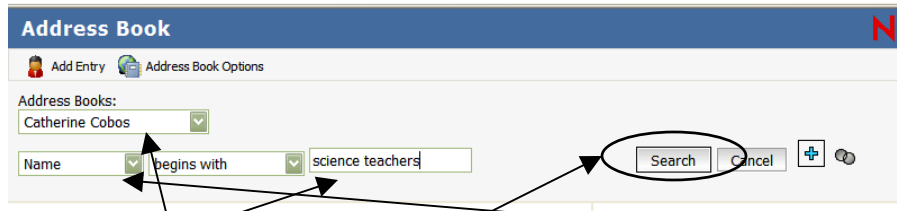


3. Decide which Personal Address Book you want to save this group too. Type in a group name and a description if you want. Click on Save.

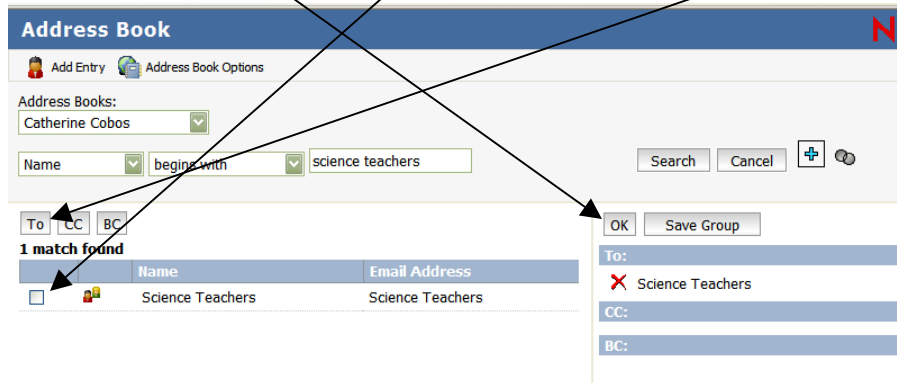


4. The list of email recipients will be saved under the group name.

- When you want to send out another email to this specific group, open a new email, type subject name and email text. Click on Address Book.



- Pick the address book you saved the group to, select name, type in the name of the group, and click on Search button.
- When the selection appears, click in the box, and click on the To: button. When you are finished, hit OK.



- The email will be sent to all recipients that are part of the group.

