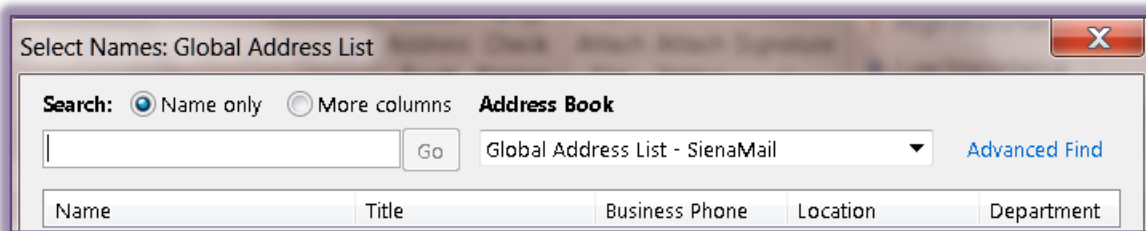
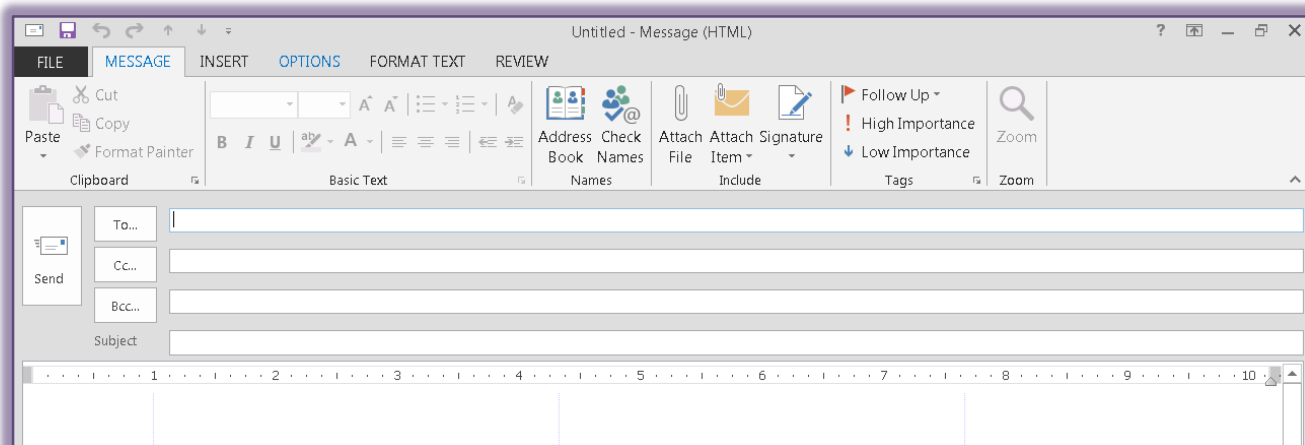
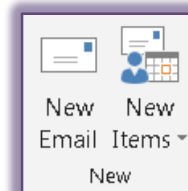


SEND A MESSAGE USING THE CONTACT LIST

When sending an e-mail message to a Contacts List, the list can be added to the **To** box in the same way that individual names are added.

- † On the **Home Tab** in the **New Group**, click the **New E-mail** button.
- † The **Untitled Message** window will display (see illustration below).
- † Click the **To** button in the **Message Header**.
- † The **Select Names** window will appear (see illustration below).
- † Change the **Address Book** list to **Contacts**.



- † In the **Search** box, input the name of the **Contact Group**.
- † Click the name of the **Contact Group** to whom the message is to be sent.
- † Click the **To** button at the bottom of the dialog box.
- † Once the list has been added, click the **OK** button.
- † The **Email Message** window will display with the **Contact Group** name in the **To** box.
- † Input a subject for the message.
- † Input the message.
- † Click the **Send** button.