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.