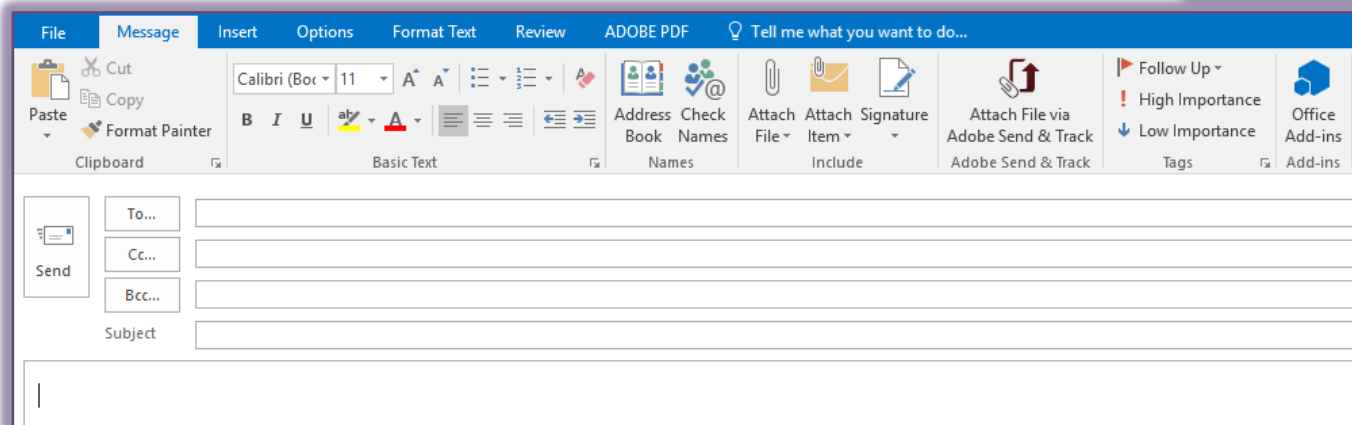
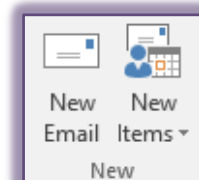


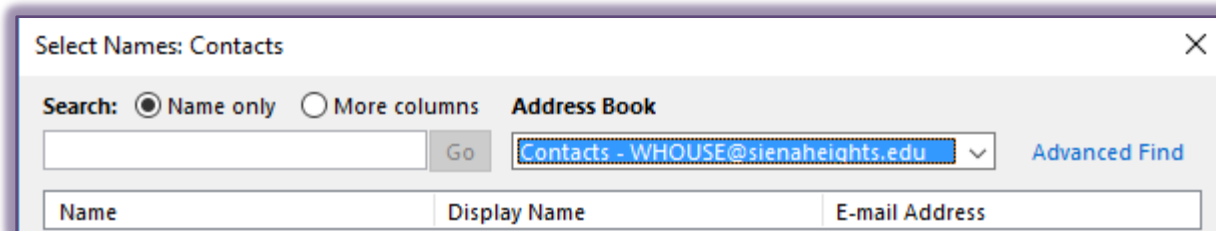
SEND A MESSAGE USING THE CONTACT LIST/GROUP

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.
- ✦ Click the **To** button in the **Message Header**.
- ✦ The **Select Names** window will appear.



- ✦ 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.