



## Creating an Email Group

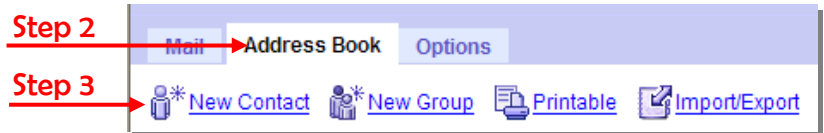
Before creating the email group, the email address must be added to your address book.

### *Adding an Email Address to Address Book*

Step 1: Login to your Extension email.

Step 2: **Left-click** Address Book.

Step 3: **Left-click** New Contact.



Step 4: Enter the necessary information.

Step 5: **Left-click** Save.

### *Creating an Email Group*

Step 1: With your Extension email opened, **left-click** Address Book.

Step 2: **Left-click** New Group.

Step 3: Type a name for the group.

Step 4: Type a description, web address, and calendar address if desired.

Step 5: Navigate to the members section, **left-click** Add.

Step 6: Search for the individual.

Step 7: Place a check next to each individual's name.

Step 7: **Left-click** OK.

Step 8: Repeat steps 6-8 until all emails have been added to the group.

**New Group**

\*Indicates a required field

\* Group Name:

Description:

Web Address:

Calendar Address:

**Group Members**

Email Display Name	Email Type	Email Address	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

Members

-- Group Contains No Members --

Step 9: **Left-click** Save.

Still can't fix it? Email the CAS Resource Center at [fixit@ext.msstate.edu](mailto:fixit@ext.msstate.edu).

