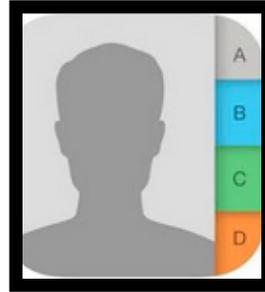
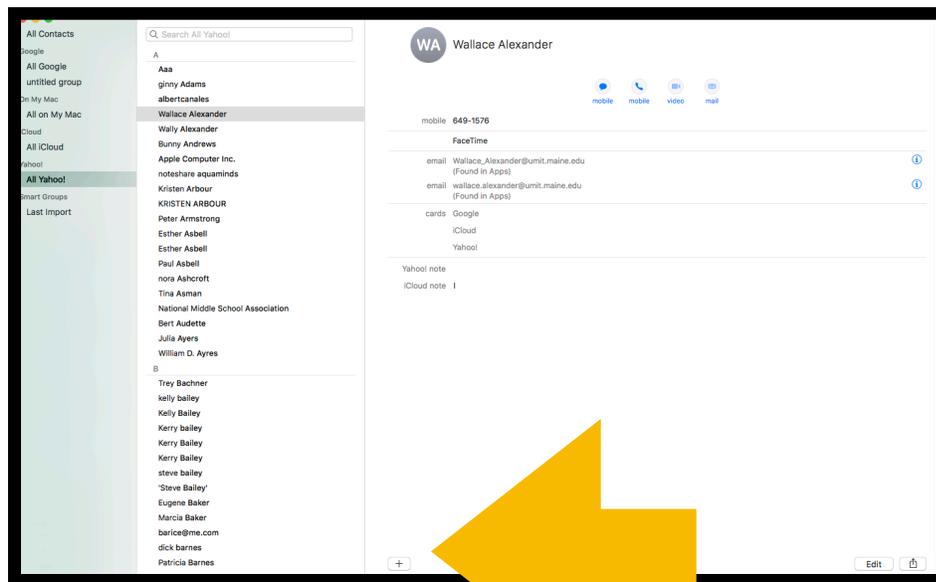


Creating an Email Group Through Your Contacts App



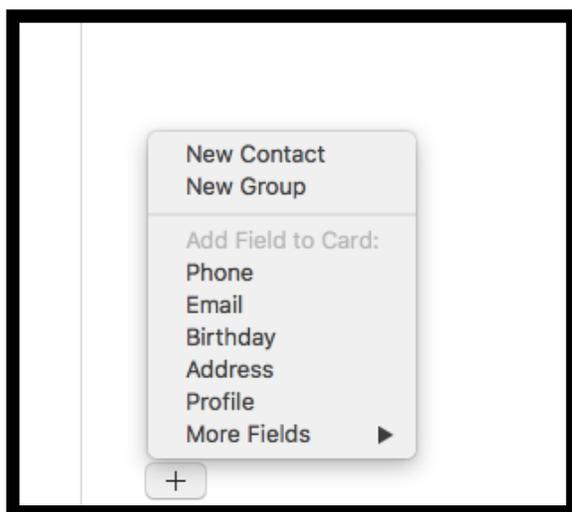
1. Find your **Contacts** app (application). It should be in the dock on the bottom or right or left hand side of your screen where all of those other icons are. It will look similar to one or the other of the images above.
2. Open the app by clicking on it. You should see a screen that looks something like the one below.



This screen shows all of your contacts. You have to individually add the names and emails of the people you want in your group. This is a time consuming chore that will save time later!

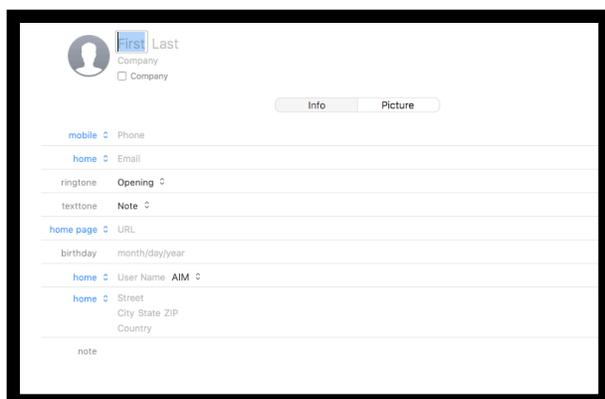
Notice that the yellow arrow is pointing to a plus (+) sign. Click on it.

3. You next see a smaller box that offers you choices.



Click on **New Contact** to put in the first name from your group.

4. Here is the screen you will see.



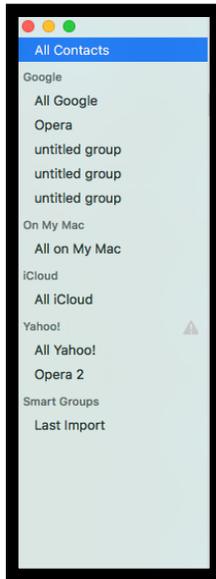
You need to fill in the appropriate information: Name and email.

Click Done in the lower right hand corner when you have finished the individual entry. **If you forget to click Done, the information will not go into your contacts.**

5. Repeat process for each name in your group.

6. Once the names and emails are all in your contacts you can make your group.

7. **Open Contacts** and look over to the left and you will see a sidebar.

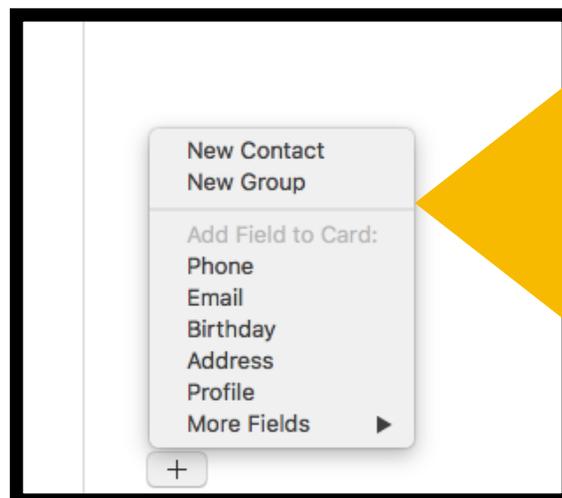


Yours will not look the same as this one because I have three email accounts. However, you should at least see **On My Mac**.

If you click/highlight **All On My Mac**, you can create a group that will show up in any application you use.

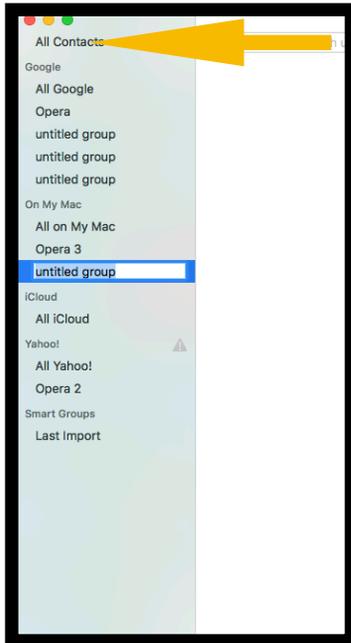
I would click on All on My Mac.

8. Once you choose All on My Mac, click on the plus (+) sign at the bottom of the screen. **This time, choose New Group.**



9. These next steps were sometimes a bit frustrating because I needed to repeat them. Patience needed (-:

10. Once you click on New Group, look over to the left to the sidebar. You should see **Untitled Group**.

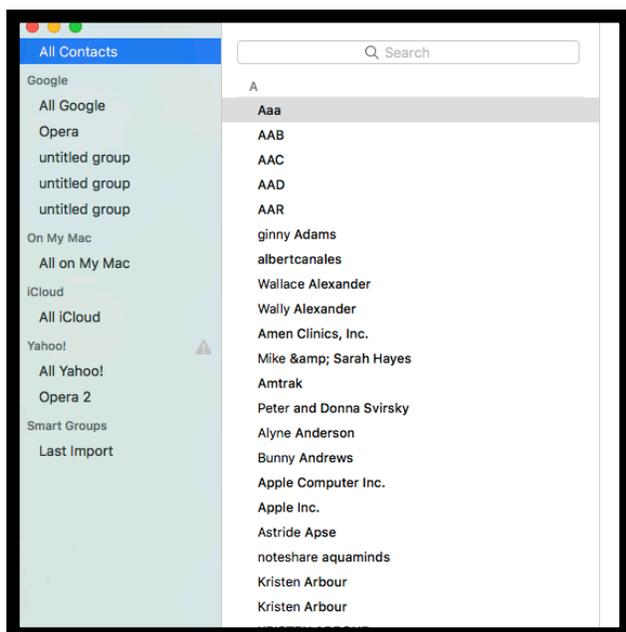


Notice it is highlighted in light blue. You can just type in the name of your group.

Once you name it, let it sit for a couple of seconds. If you look closely you can see the rotating icon which means its thinking. When the name of the group appears without any blue around it, you should be all set.

Next, click on **All Contacts** at the top of the sidebar. (Yellow Arrow)

11. This screen should appear. Your sidebar on the left and a list of your contacts on the right.



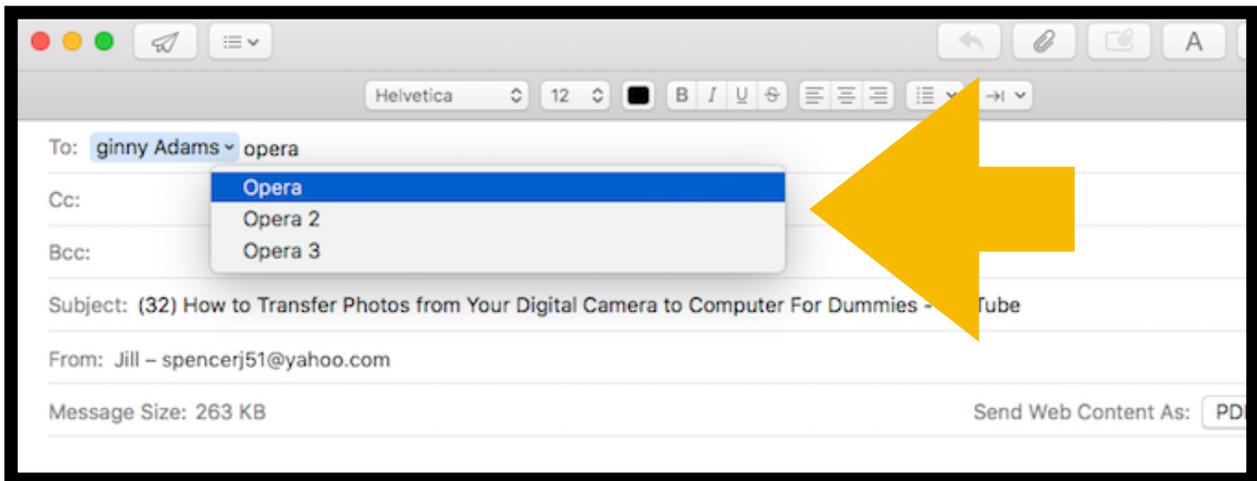
Next, **individually click on a name** you want to add to your group and drag it over to the sidebar and onto the name of the group. If you see a white plus sign, you will know you have successfully added that person to the group. Again, this is another tedious part.

Repeat process for each name you want to add.

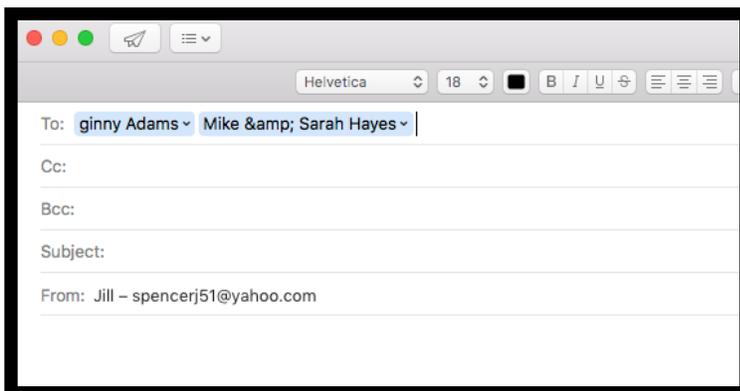
Names will also remain in the full list of contacts.

When you are finished, double click on the group name in the sidebar and double check that all of your names are there.

12. When you want to send an email, just start typing the name of your group in the **To box** and you should see your choice.



In this example, you see several choices because I had to play around to get it correct. Just click on the choice you want.



13. Once you click on the name of the group, the names of the individuals should appear.

Notice they are highlighted in blue and have a downward facing arrow at the end of the name—that tells you the email

addresses are there. You can also double check that everyone who should be in the group is there.

