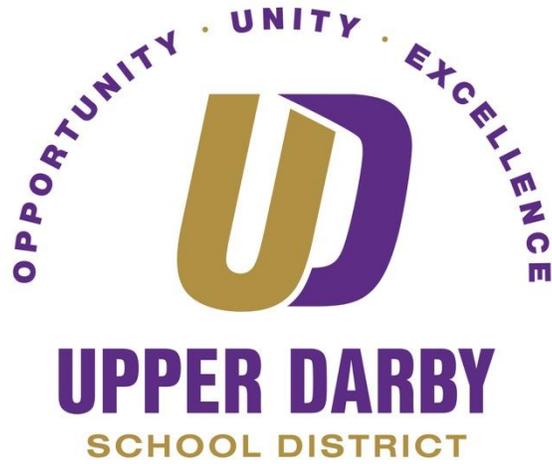
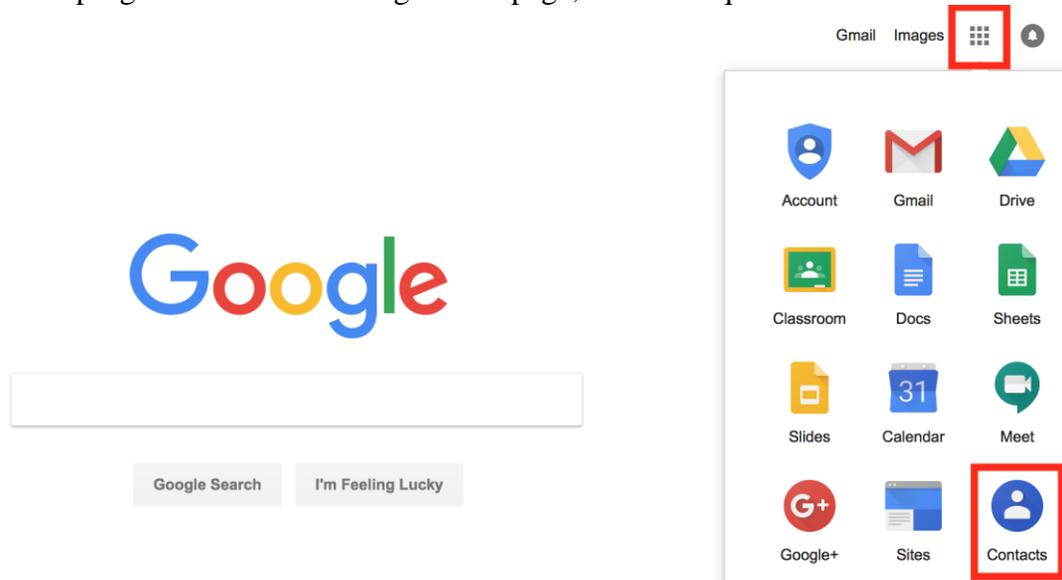


How To: Email Groups

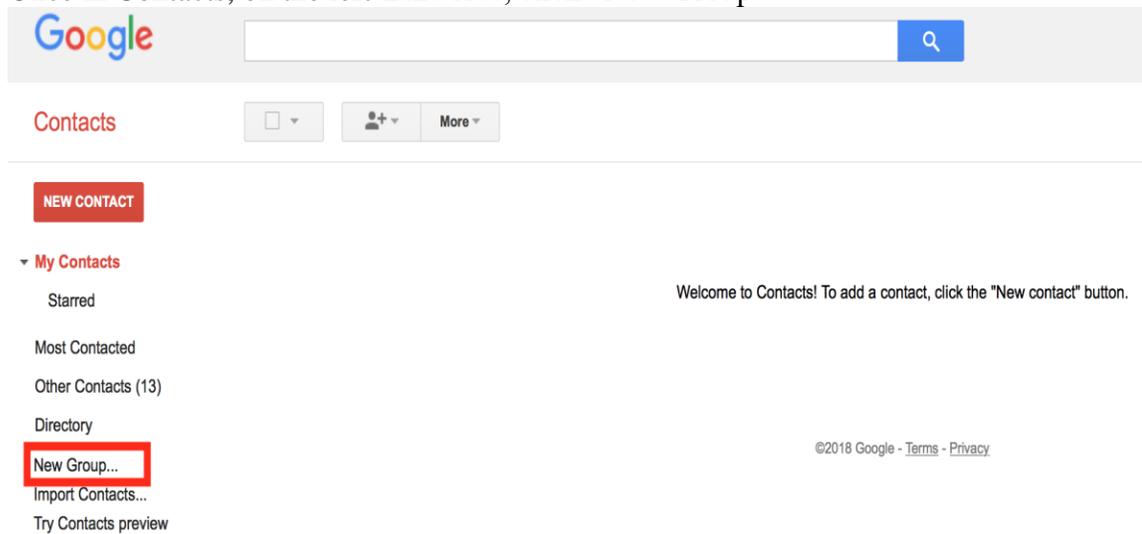


The following instructions provide information on how to create a group mailing list for individual use.

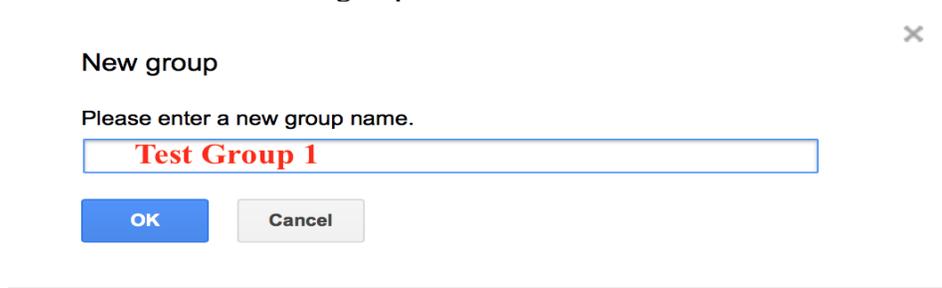
1. Login to your Google Account [Click Here](#)
2. In the top right corner of the Google homepage, click the square of dots



3. Click "Contacts"
4. Once in Contacts, on the left-hand side, click "New Group"



5. Enter a name for the new group



6. Click “OK”

You have successfully created your new group/ mailing list, you must now add contacts to this group

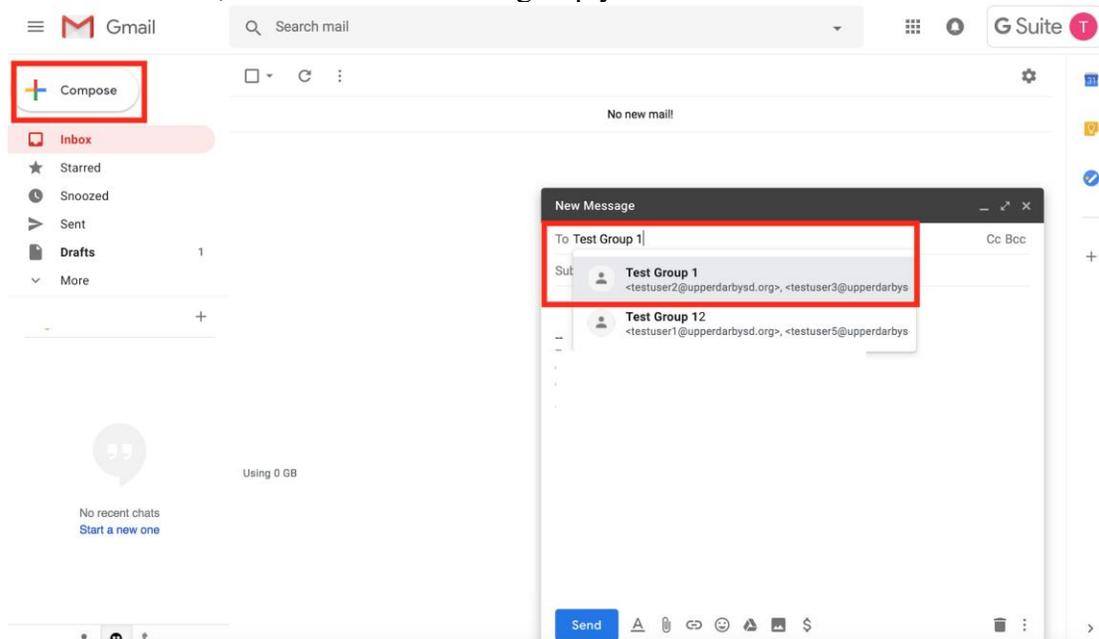
7. In the new group, click on the icon with the silhouette of a person with a plus button next to it
8. In the dropdown box, enter the email addresses that you want to add to this group
 - a. Please note, that each email address must be separated by a comma
9. Click “Add”
10. To add more users at a later date, repeat steps 7-9

You have successfully add contacts to your new group/ mailing list.

11. To email this group, go to [Gmail](#)

12. Click “Compose”

13. In the “To” field, Enter the name of the group you wish to email



14. Continue to compose your email as normal

15. Click “Send”