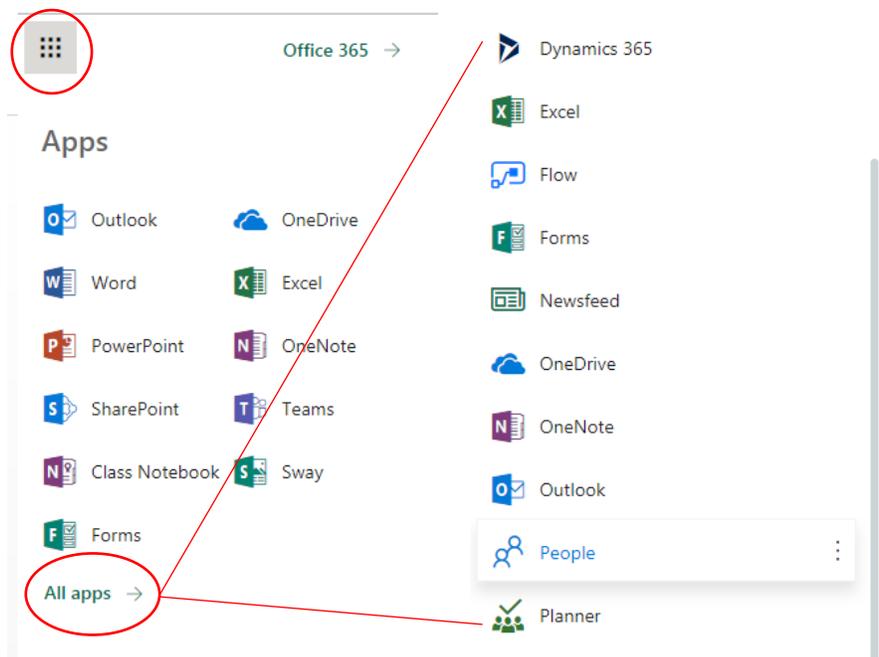




## Personal Mail List

A personal mail list is a list that resides within an individual's contact list, and contains within it, numerous email addresses. When mail is sent to a mail list, all members of that list will receive a copy of the email sent. This permits the individual to send the same email to numerous addresses, simply by entering the mail list name in the "To" field of the email being sent.

- 1) Select "People" from the list of available Apps. If "People" is not listed in the most frequently used list of app, select "All apps" and a listing of all app on your account will appear, scroll down this list and select "People"





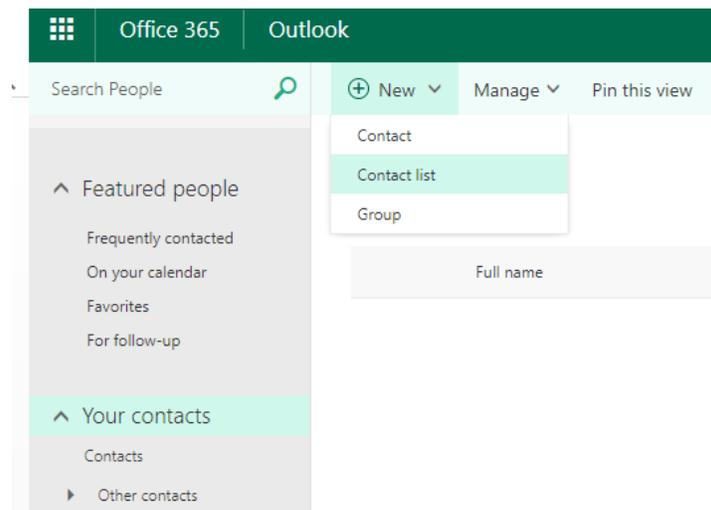
- 2) Select “Your contacts”; expand “New” and from the drop down list select “Contact list”

Note:

A contact is an entry in your personal contact list for an individual

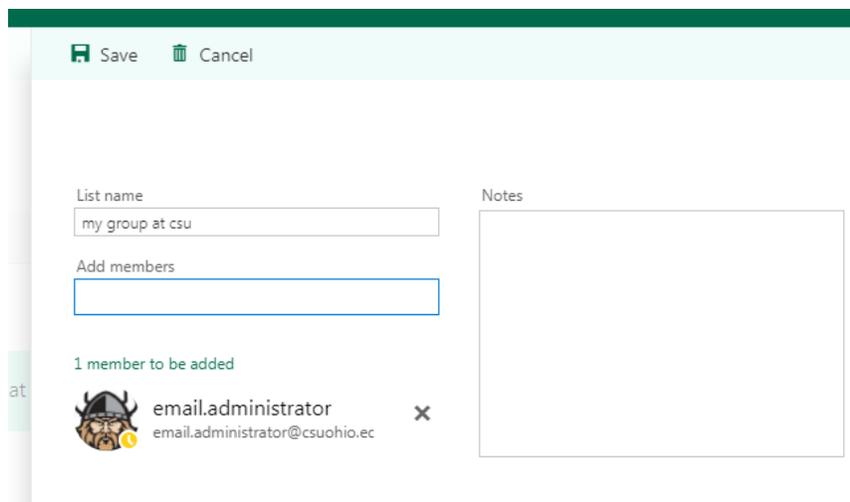
A contact list is a personal mailing list that contains numerous email addresses so that when mail is sent to the mail list, each individual listed in the contact list will receive a copy of the email

A group will permit the sharing of a posting, such as on forums. The individuals listed in a group will not receive the actual posting, but will receive a notice that a posting has been made and will contain a link back to your group. The individuals then link back to your group to view the posting and may add comments, or additional information.





- 3) Assign the list a name, and enter the email address, that is to be a member of the list, in the field "Add members". Continue entering email addresses as needed. Once all addresses have been entered, select "Save"



- 4) The address will now appear in the "Your contacts" list. To send mail to the list, simply enter the name of the list in the "To" when creating a new email, or you may select "Send email" when the name of the list is selected in this view. To manage the list, add or remove members, select "Edit"; to delete the list entirely, select "Delete"

