

LESSON 125

SENDING E-MAIL MESSAGES TO GROUPS

I frequently need to send e-mail messages to a group of people. You may want to send a joke to a group of friends or cc an outgoing message to a group of people. You can set up a group that includes everyone you wish to send messages to and then use the group name to address the messages. Here's how it's done in Microsoft Outlook and Outlook Express.

Open Outlook or Outlook Express and click on Tools. Open Address Book, click on New and then on New Group. (Pressing Shift+Control+B will also open the Address Book). The Group tab appears first and lets you type in a name for the new group. From there click on the Select Members button. Your Address Book will open and you can now highlight any entry and double-click on that entry to add it to your group. (Clicking on Select will do the same thing).

To add members to an existing group click on Tools and then on Address Book. Type the name of the group in the Type name or select from list: window. Double-click the group and you can now add or remove members. Clicking on New Contact lets you add a new contact to the group and the Address Book at the same time.

To send e-mail messages to the entire group just type the group name in the To field of a new message. You can even type just part of the group name and when you tab to the next field; the group name will be completed for you. You can also send copies of a message to all members of a group by adding the group name to the CC field.

