

LESSON 161

CREATE & USE GROUPS FOR SENDING E-MAIL

Outlook and Outlook Express can set up groups that make sending e-mail to large numbers of people easy. To create a new group, open Outlook or Outlook Express and press the Ctrl + Shift and B keys to open your Address Book. Click on the New icon on the toolbar and then on New Group.

Type in a Group Name, click the Select Members button, double-click on each name you would like to add to this group, and then click OK twice. You have now created a new group. To address a message to everyone in the group, enter the group name in the To: section of an e-mail message.

You can create more than one group, and this can make finding a particular group name quite a task. To see a list of just your group names, open your address book (Ctrl + Shift + B from within Outlook or Outlook Express) and click on View and then click Folders and Groups. Now your display will have two panes, with the list of groups appearing in the left pane. To go back to the old view, click on View and then on Folders and Groups to remove the checkmark.

