

Create Email Groups in Entourage:

- ✓ Click Address Book
- ✓ Click Add Group
- ✓ In the Group name box, type a name for the group.
- ✓ Click Add , and then do one of the following:
 - To add a person or another group from your Address Book or with whom you've recently exchanged e-mail, type the first few letters of the person or group's name, and then click the appropriate entry on the pop-up menu.
 - To add a person who is not in your Address Book or with whom you haven't recently exchanged e-mail, type the person's e-mail address.

To send an email to every member of the group you created, type the name of the group in the address field of a new message.

If you have questions, please contact

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