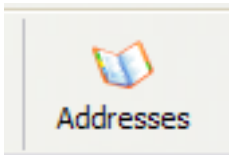


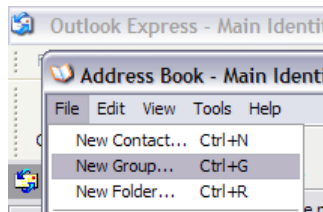
Creating a group e-mail list using Outlook Express

To create a group mailing list, please follow the instructions outlined below. Alternately, if you use Microsoft Windows, you can click [here](#) to run a One Click Fix that will do most of the work for you.

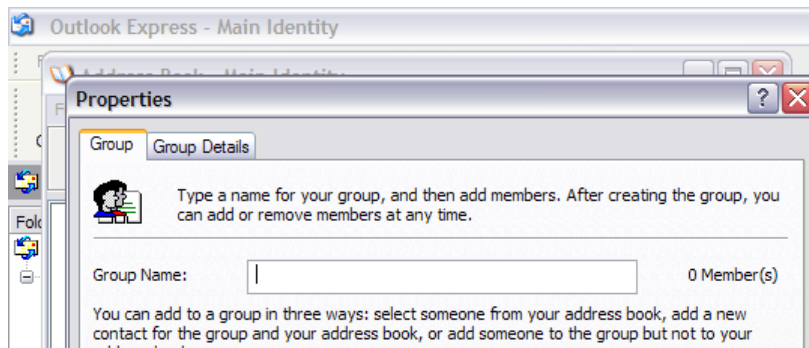
1. To create a group list, open Outlook Express and click on the Addresses button from the top toolbar.



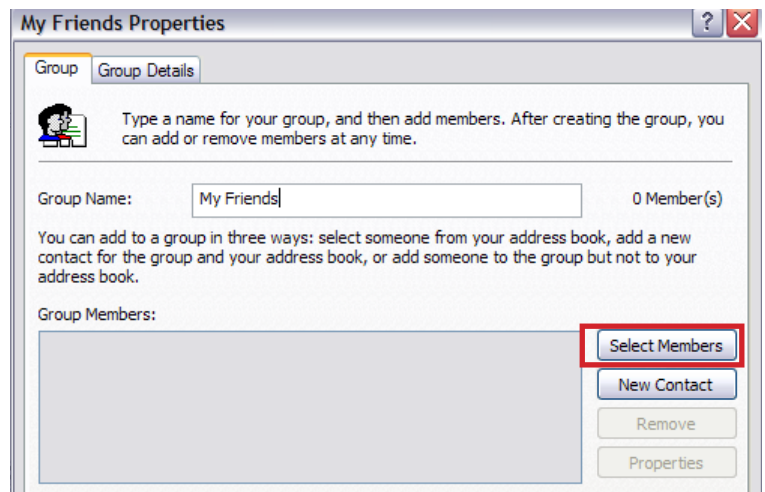
2. When your Outlook Express Address Book opens, select File from the top menu, and then New Group... from the dropdown list.



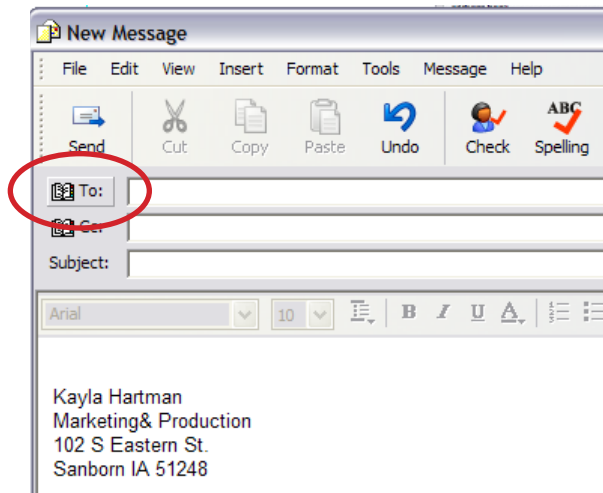
3. In the Group: Name: field, enter a name for this group list.



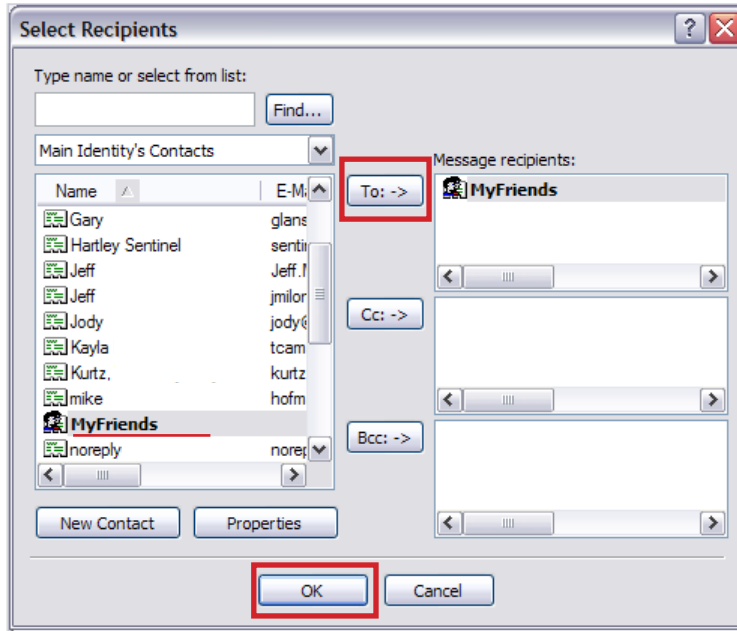
4. Click the Select Members button.



8. Open New Message. Click on Tcc:



9. Find and Click your Group Name (example MyFriends). Your Group name should be highlighted. Now, click **To: ->** . Click OK



10. Now your email will be sent to everyone that is in your group!

