## CREATE AN EMAIL GROUP LIST IN GROUPWISE

## CREATE A SMALL GROUP LIST OF "INVISIBLE" NAMES

- 1. Open the Address Book window
- 2. Select your personal address book
- Click on New > in the New Entry box click on Group > click OK
- 4. In the New Group window/Details tab, give the list a name on the top line
- 5. Click the Add button to select members
- 6. In the Select Group Members window, under "Look In" select the Address book where users are located > then highlight names from the list (hold down the CTRL button as you click on each name)
- 7. Click the "BC" button above the Selected box on the right side and the names will appear in the Selected box (add yourself to confirm that emails are sent)
- 8. Click the OK button to close
- The Group name will appear in the Address Book you selected with an icon that looks like two people:

NOTE: Using the 'BC' option ensures that recipients see only their email address.

## SEND AN EMAIL MESSAGE USING THE GROUP LIST

- 1. Open a new email message
- Type the Group Name in the TO line. If you cannot remember it, open your address book, highlight the group name, click Action > Send Mail to open a new mail window

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Comments:	~
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OK Cancel

## EDIT A GROUP LIST:

1. Open the Address Book where your Group list is stored

🚦 New Contact 🗔 Detail

- 2. Double-click on the group name to open
- 3. Add new names just as above
- 4. TO REMOVE NAMES FROM A LIST: Highlight the name on the list > click the Remove button
- 5. Once finished, click OK to close.

Please be certain your group list is not in violation of the Scripps Email List Policy at http://www.scrippscollege.edu/campus/it/policy/policy-email-lists.php