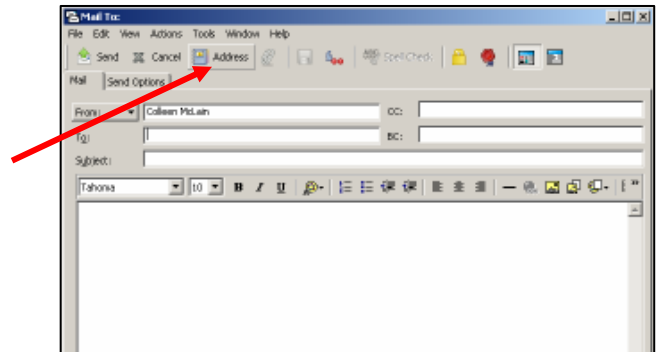


# Groupwise Groups

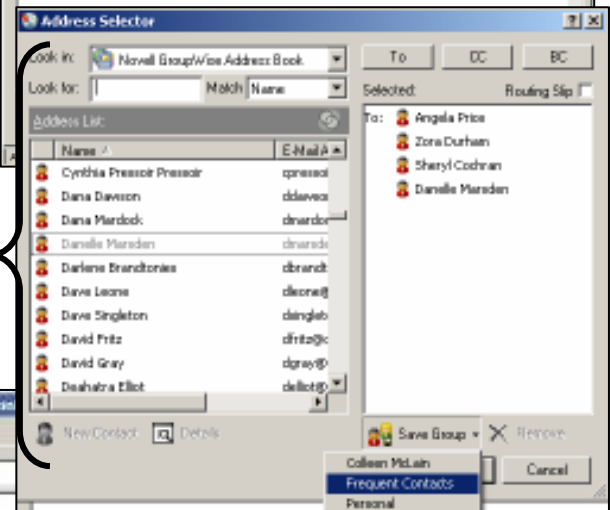
## Forming a group

Form your own group when you want to send an email (repeatedly) to the same group of people such as a committee, cadre, etc.

1. Open New Mail, click on Addresses.



2. Type or select the names of the group members.



3. Once all names have been selected, click on Save Group, select the address book you want to save it to and give your group a name.



4. You are ready to send out your email.

5. When sending future email from your account, you can either select the new group from your addresses or just start typing the name of the group and it should automatically appear!