

Creating Mail List

1. Click on the People icon found on the bottom left of the screen



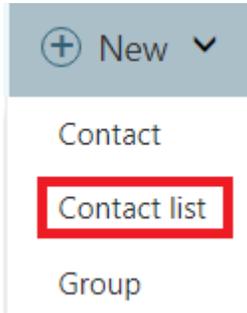
2. Click on Your Contacts found on the left column



3. Click on the down arrow next to New



4. Select Contact List from the drop down



5. Type in your list name. To add members, you can type in the first few letters of their first and last name (just like sending an email) and select their name from the list. Save when complete.

List name
Elementary Principals

Add members
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