Help Document Series: Creating and adding users to groups in cMail

This document will walk you through creating groups of contacts in cMail. These groups will allow you to email a number of people at once by using the Groups option found in the Compose window.

Step 1
Click on the Options button in the main cMail page.

Step 2
Click on the Address Groups button in the Options menu, opening the Address Groups menu.

Step 3
To create a group, click on Create New Group.

Step 4
Type a name you wish to add in the Search for a name to add textbox, and click Search. You can also view your entire address book by clicking List All.

If you have any questions, or require further assistance, please contact the ITS Help Desk at 508.793.7745 or helpdesk@clarku.edu.

01/04/08
Step 5
Once your search has completed, or the address book has completely listed, you can select individual names by checking the boxes in the Select/Unselect All column. If this is your first group, enter the name you would like to call the group in the Add to New Group (supply group name): text field. If you are adding names to an existing group, you can select the group name from the Add to Existing Group: dropdown menu.

Click List all to select multiple members to be added.

<table>
<thead>
<tr>
<th>Select/Unselect All</th>
<th>Nickname</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Gil</td>
<td><a href="mailto:student3@clarku.edu">student3@clarku.edu</a></td>
</tr>
</tbody>
</table>

Add to New Group (supply group name): Friends

Create New Group | List All Groups

OR

Click List all to select multiple members to be added.

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<tr>
<td></td>
<td>guc</td>
<td><a href="mailto:student2@clarku.edu">student2@clarku.edu</a></td>
</tr>
<tr>
<td></td>
<td>stu</td>
<td><a href="mailto:student1@clarku.edu">student1@clarku.edu</a></td>
</tr>
</tbody>
</table>

Add to Existing Group: Classes

Create New Group | List All Groups

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Step 6
To send message to the groups you have created, click on **Groups** when composing, and then select either **To**, **Cc**, or **Bcc** to send to that group.