

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.

Current Folder: **INBOX**

Compose Addresses Folders **Options** Search Help Calendar

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Step 2

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

Address Groups

You can create address groups and add email addresses from your address book

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Step 3

To create a group, click on **Create New Group**.

Address Groups

You Currently Do Not Have Any Groups

Create New Group | **List All Groups**

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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**.

Click List all to select multiple members to be added.

Search for name to add |

No persons matching your search was found

Create New Group | **List All Groups**

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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.

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Click List all to select multiple members to be added.

Search for name to add |

Select/Unselect All	Nickname	E-mail	Info
<input checked="" type="checkbox"/>	Gil	student3@clarku.edu	

Add to New Group (supply group name):

[Create New Group](#) | [List All Groups](#)

OR

Click List all to select multiple members to be added.

Search for name to add |

Select/Unselect All	Nickname	E-mail
<input type="checkbox"/>	Gil	student3@clarku.edu
<input checked="" type="checkbox"/>	gus	student2@clarku.edu
<input type="checkbox"/>	stu	student1@clarku.edu

Add to Existing Group:

OR

Add to New Group (supply group name):

[Create New Group](#) | [List All Groups](#)

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

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.

The screenshot shows the cMail composition interface. At the top right, there is a red circle containing the number '6'. The main interface includes fields for 'To:', 'Cc:', 'Bcc:', and 'Subject:'. Below these fields are options for 'Priority' (set to 'Normal'), 'Receipt' (with checkboxes for 'On Read' and 'On Delivery'), and a row of buttons: 'Signature', 'Addresses', 'Save Draft', 'Send', 'Check Spelling', 'Cancel', and 'Groups'. The 'Groups' button is highlighted with a red border. Below the main interface is a 'Groups' dialog box with a title bar 'Groups'. Inside the dialog, the 'To' radio button is selected, and there are two options: 'Classes' and 'Friends'. A 'Close' button is located at the bottom right of the dialog box.

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