

# Creating Mail Lists in FirstClass

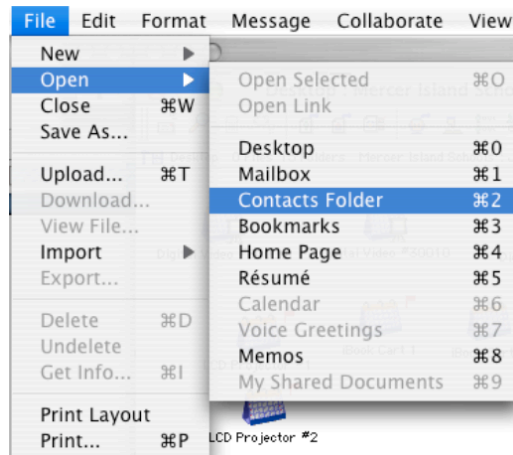
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Mail lists are a way of grouping a collection of email addresses under a single name. This way you do not need to type the individual email addresses of the group members when you wish to email them. Some mail groups, like *LR Certificated 2005-2006*, have been set up by the mail server administrators and cannot be modified. However, you can create your own groups, for your grade level, Principal's Cabinet members, etc.

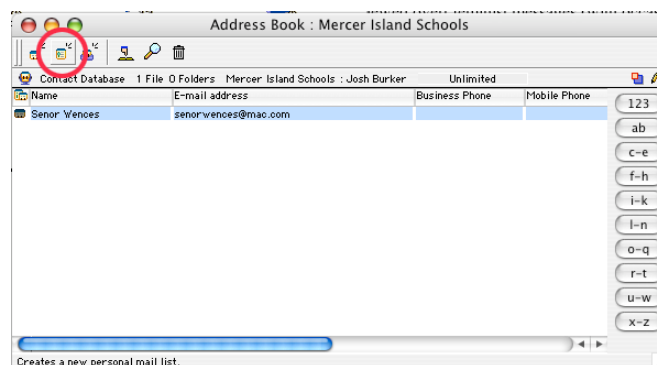
Login to FirstClass. In the main window you should see an icon for **Address Book**:



If this icon is not present on your FirstClass Desktop, go to the **File** menu and select **Open -> Contacts Folder**:

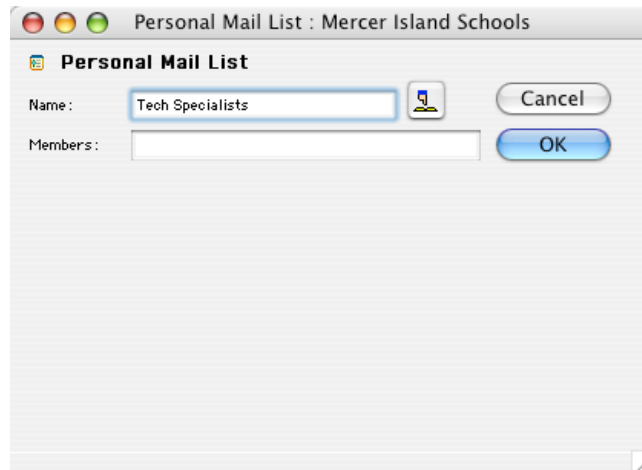


Next, click on the **New Mail List** button at the top of the window (circled below):

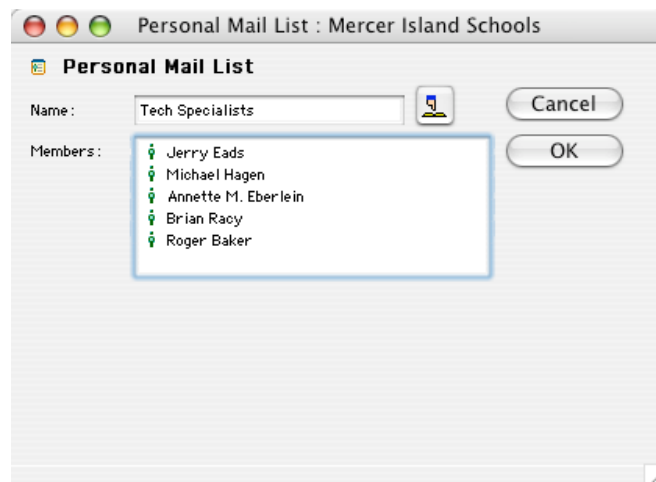


(If you are unsure what a particular button does, let your cursor hover above the button for a few seconds and a label will appear that tells you what the button does).

A new window will open. Start by giving the Mail List a name that makes sense, like *Tech Specialists*:



Next, enter the email addresses of the mailing list members. If the address belongs to a person in the Mercer Island School District you can typically type the person's first name and the last few letters of her or his last name and press **Return** on your keyboard; FirstClass will auto-complete the name or prompt you to select from a list if there are several people with similar names.



When you are finished, close the window.

When you need to email the group that you have created a mail list for, simply enter the name of the list in the **To** field in the email; your mailing list name will be added to the **To** field and the people in the list will receive your email.

