How to Create a Personal Email Group

1. Open Your Government Email *Inbox should be displayed.*



- 2. Select dropdown arrows right of New
- 3. Select Group

🔀 Mail		Mail-Inbox 🗙	Rew E-mail X
SMARTCLOU	s.	ave and Close Save	New - 🔞
Inbox (6)	^ -	Mark private	
Drafts		Group Name: Description:	Email Testing Group to test sending from a group
Sent		Members:	
Follow Up			
All Documents			
Junk			
Trash			

- a. Key enter: Group Name
- b. Key enter Description (optional)
- c. Select Members button. Screen below should appear.

Search	Contacts in: BAHAMASGOV's Address Bo	ook		
		Searc	h for	
	Select Addresses		3	≪
	Search in: BAHAMASGOV's Address Bo Search for: hepburn	ook View by Search	: List by name 🗸 🗸]
Search results			P-11-1-1	Recipient
	Search results:		Recipients:	
		Add>>	DAVID CURRY/DATA/BAHAMASGOV	
			BATTE CONTRACTOR BATTA BATTA ABOOT	
		-		
	A HEPBURN , RENEF	-		
		-		
	A HEPBURN , SHERECE	Details	J	
	8 HEPBURN , SHERESE	-		
	B HEPBURN , SUZANNE	_		Remove
	HEPBURNSYMONETTE , FRANCES	Сору		huttons
				buttons
			Remove Remove All)
				-
			OK Cancel Help)

- 4. Search in field for Government email accounts select BAHAMASGOV's Address Book for your personal contacts select Contacts.
- 5. Search for field key enter member's last name and select Search button.
- 6. Select desired name from *Search results* window.
- 7. Select Add button to populate Recipients Window.

Note: *Remove buttons* to deselect names from the Recipients.

- 8. Repeat steps 4 to 6 to until all group members are added.
- 9. Select OK

🔀 Mail	🖾 Mail-Inbox 🗙 🚺 New E-mail 🗙	
SMARTCLOU 🔍 🗸	Save and Close save	New 👻 🔞
Inbox (6)	Mark private	
Drafts	Group Name: Email Testing Description: Group to test sending from a group	
Sent	(Members:) JANNETTE PRATT/DATA/BAHAMASGOV, DAVID CURRY/DATA/BAHAMASGOV, RUTH HEPBURN/DATA/BAHAMASGOV	
Follow Up All Documents		

10. Select Save and Close.

To Send an Email

From your government email Inbox.

- 1. Select New > Message
- 2. Select **To**

earch in: Contacts	View b	y: List by name
earch for:	Search	
earch results:		Recipients:
🎄 Email Testing	To:>>	To:
	<u></u>	B JANNETTE PRATT/DATA/BAHAMAS
	Cc:>>	B DAVID CURRY/DATA/BAHAMASGO
		8 RUTH HEPBURN/DATA/BAHAMASG
	Bcc:>>	Cc:
	-42	Bcc:
	Details	
	Сору	
		Remove Remove All

- 3. Search In select **Contacts**
- 4. From Search results select the group e.g. Email Testing
- 5. Select either **To**, **Cc** or **Bcc** button
- 6. Select OK

Note: Group name will appear in the selected email message *recipient* position.