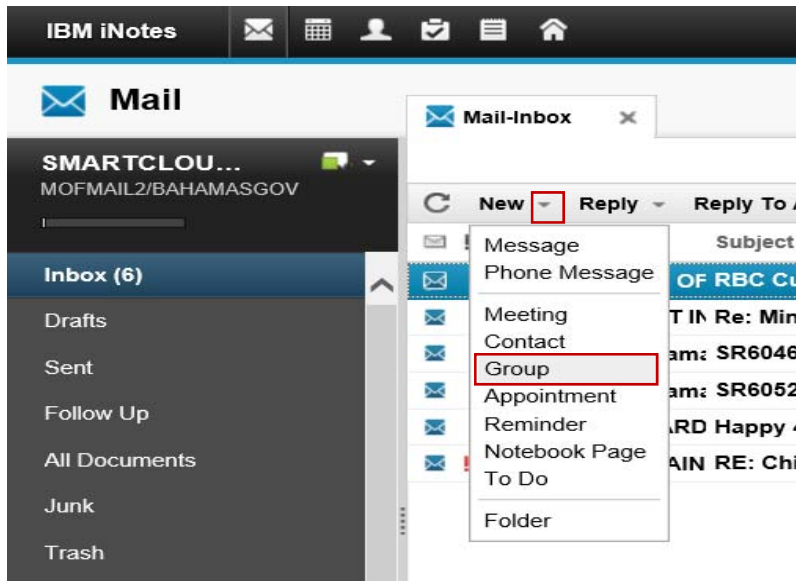
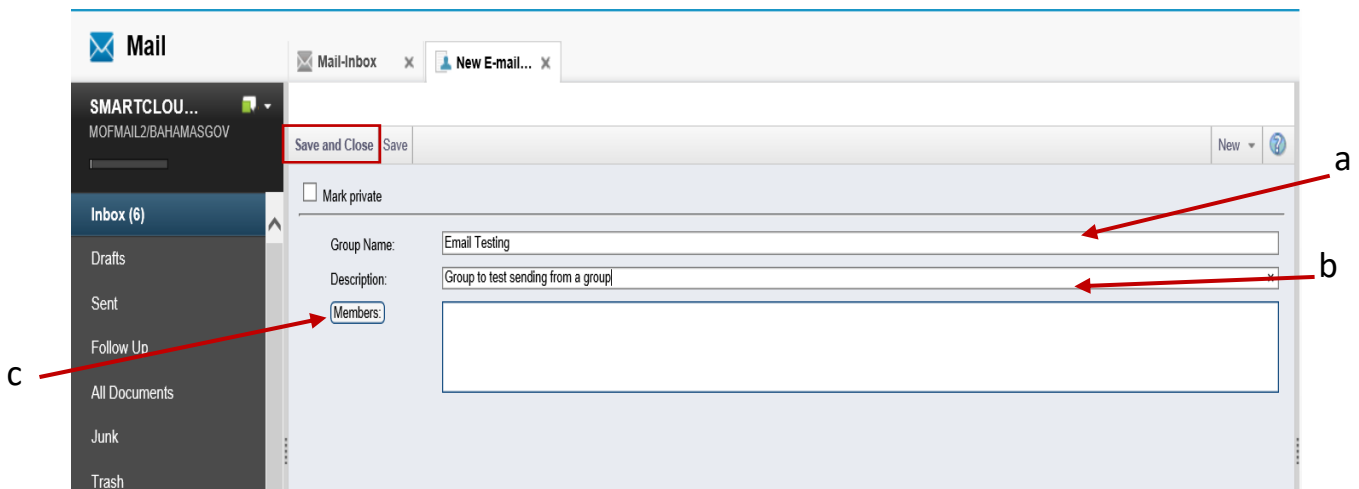


How to Create a Personal Email Group

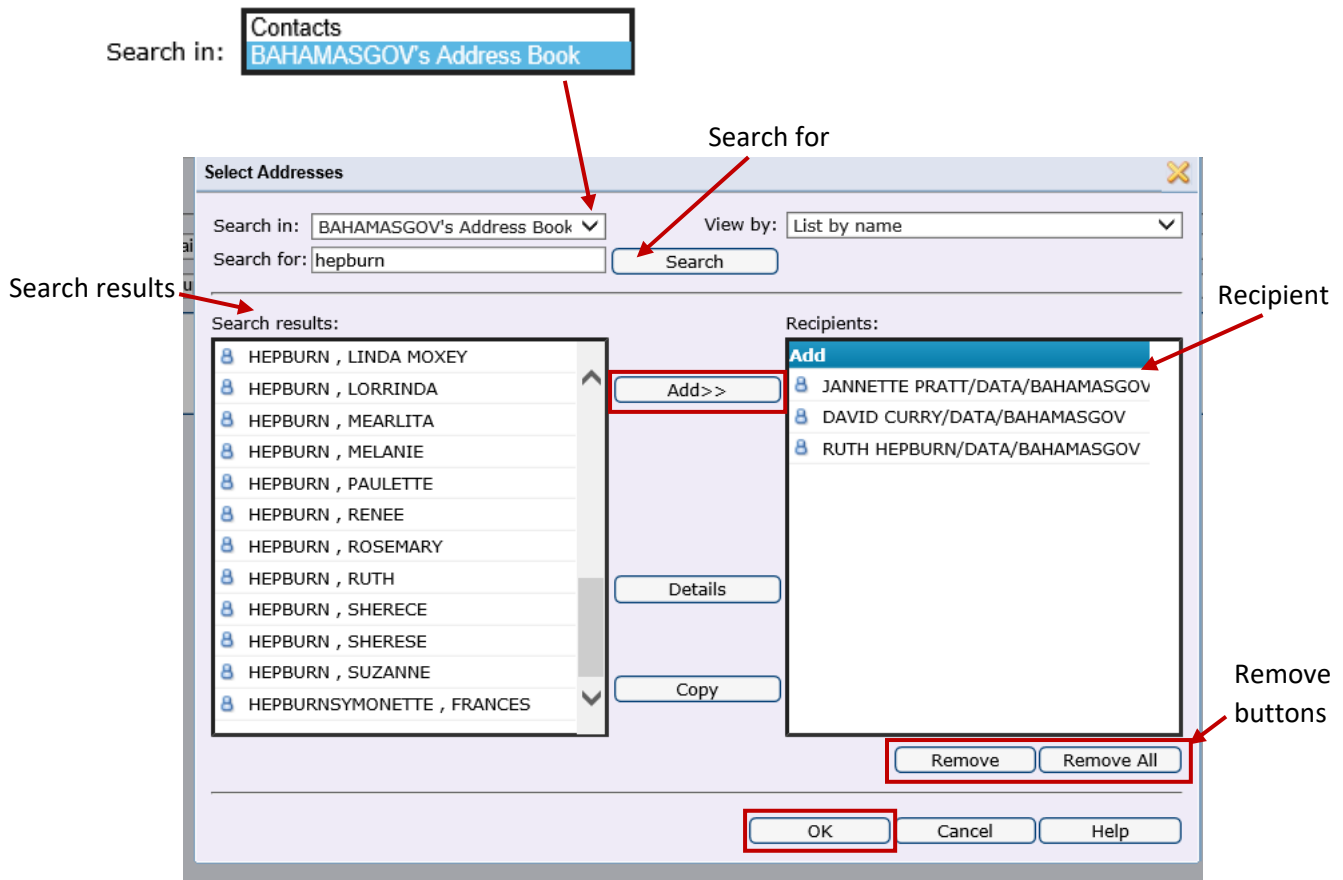
1. Open Your Government Email
Inbox should be displayed.



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



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



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.

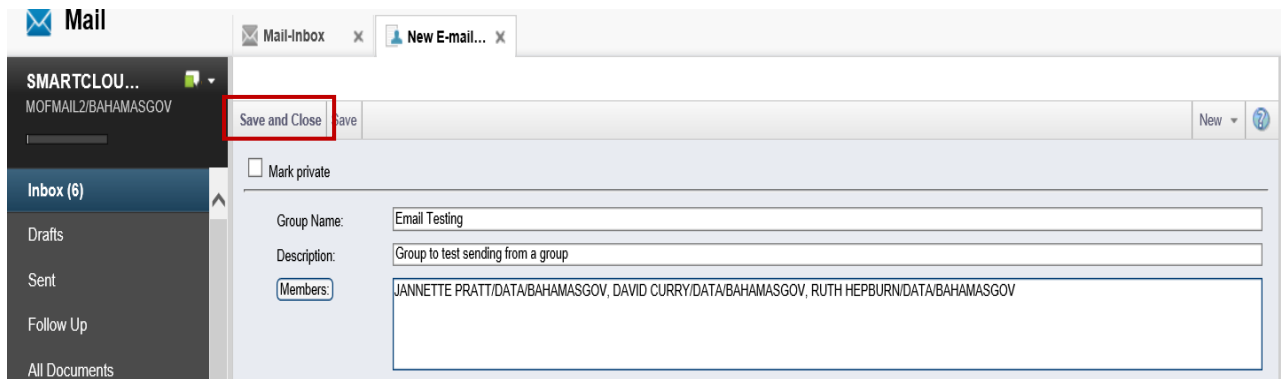
6. Select desired name from *Search results* window.

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**

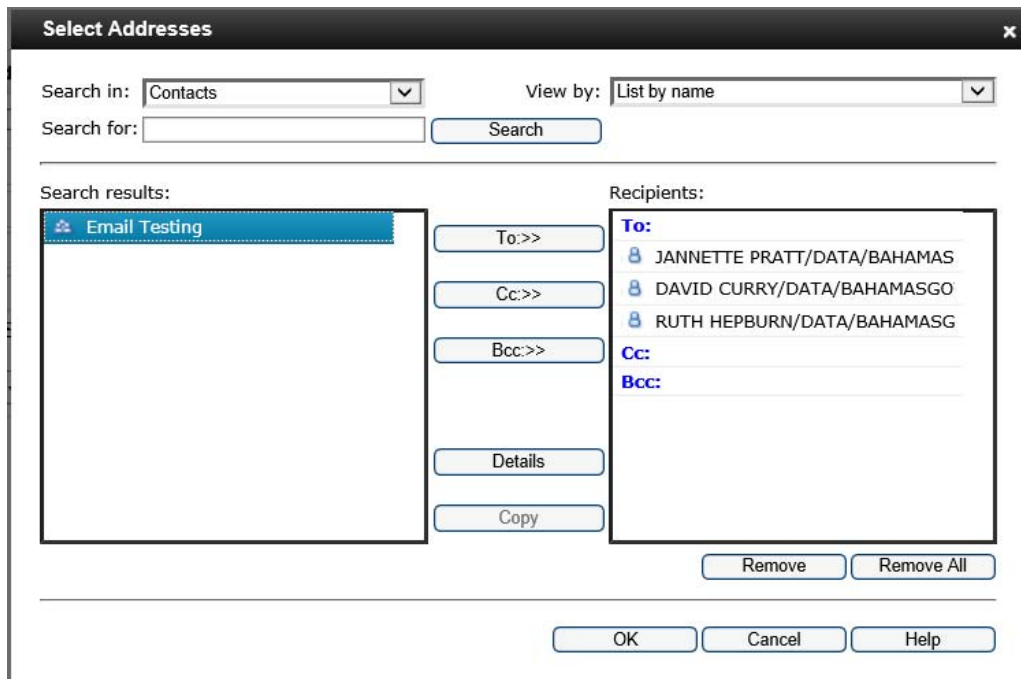


10. Select **Save and Close**.

To Send an Email

From your government email Inbox.

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



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.