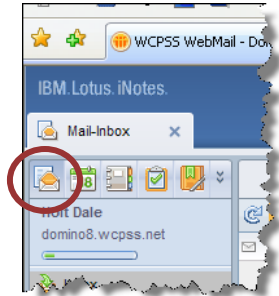
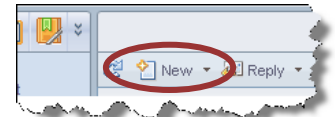


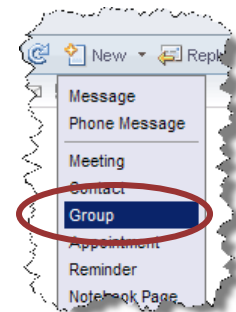
1. Click the **Mail icon** to open your inbox.



2. Click the **down arrow** beside **New** located on the action bar.



3. Click **Group**.



4. Type in the **Group name** of your private e-mail group.

Group Name:	My Associates
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5. Type a **description** for the group so you will remember why this group was created.

Description:	Staff on the 3rd floor - Wake Forest Rd.
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6. Click **Members:** .

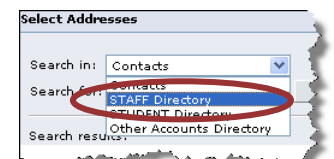
Add members using one of the options shown below:

Select a Member from the Lotus Notes Staff Directory

1. Click the **down arrow** beside the **Search in** field.

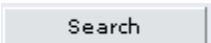


2. Click **STAFF Directory**.

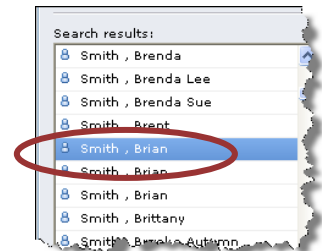


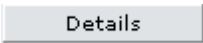
3. Type the last name of the staff member into the **Search for** field.

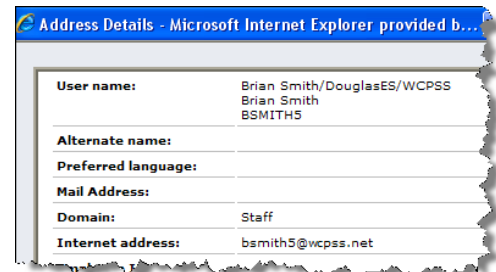


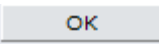
4. Click  .

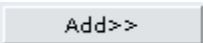
5. Select an **individual**.



6. Click  to verify you have selected the correct individual.



7. Click  to select.

8. Click  .

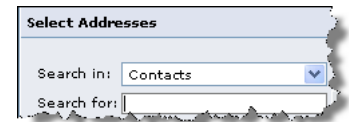
9. Click  .

10. Click  .

Select a Member from the Contacts List


You create your own Contacts List by adding the names and e-mail addresses of individuals of your choice.

1. Select **Contacts** in the **Search in** field.



2. Select a person you have added to your contacts list in the **Search for** field.

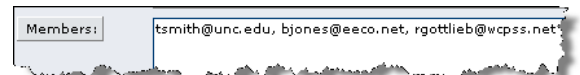


3. Click  .

4. Click  .

Add a Member Manually

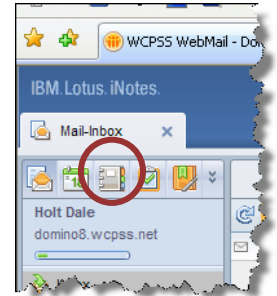
1. Type e-mail addresses for the members into the spaces provided separated by commas.



2. Click  .

Edit E-mail Group Lists

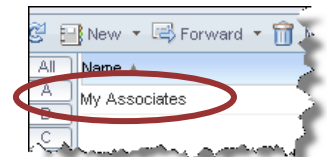
1. Click the **Contacts** icon to open your Contacts List.



2. Locate your **e-mail group**.



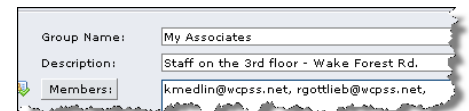
3. Double-click the **name of the group list** to open.



4. Click the **Edit** button.



5. Add/remove members manually or click **Members:** to add members using the Lotus Notes Staff Directory or your Contacts List.



6. Click **Save & Close**.

