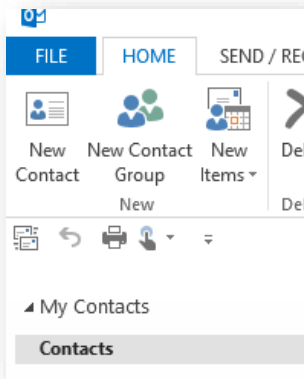


Sending an email to all Contacts

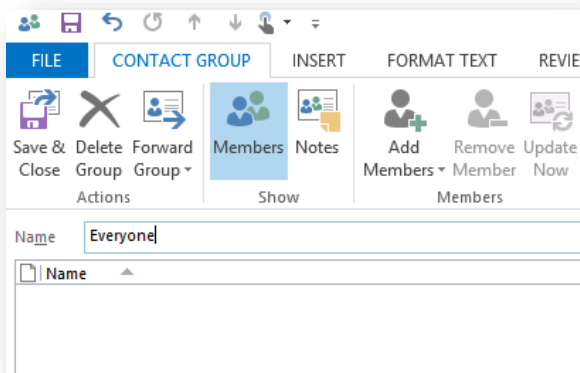
To send an email to many recipients from Microsoft Outlook it's best to create a Contact Group with all of your intended recipients and put that in the BCC field of an email. (Note: if the BCC field is not shown in your email then click on the Options tab | BCC Field in a new email)

Creating a Contact Group

In Outlook click People | New Contact Group

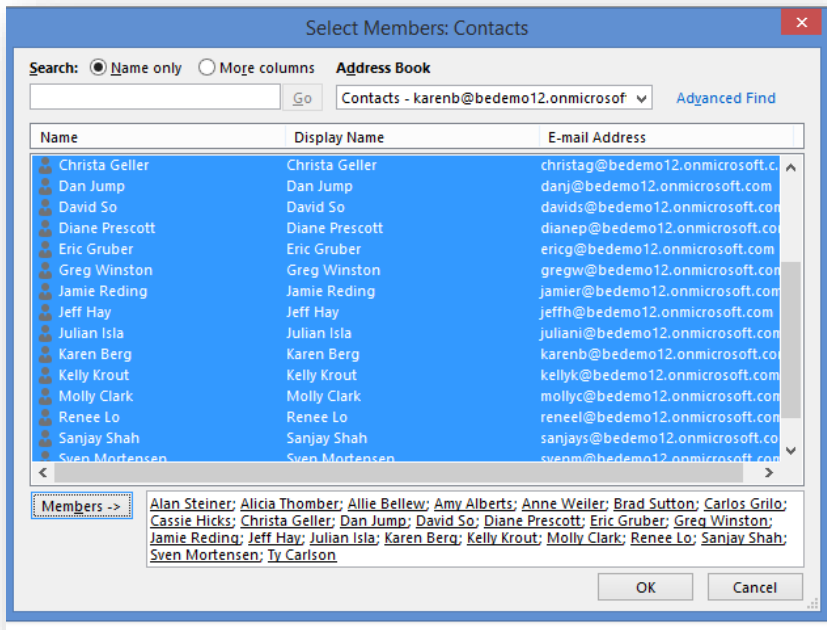


Enter the name of the new contact group

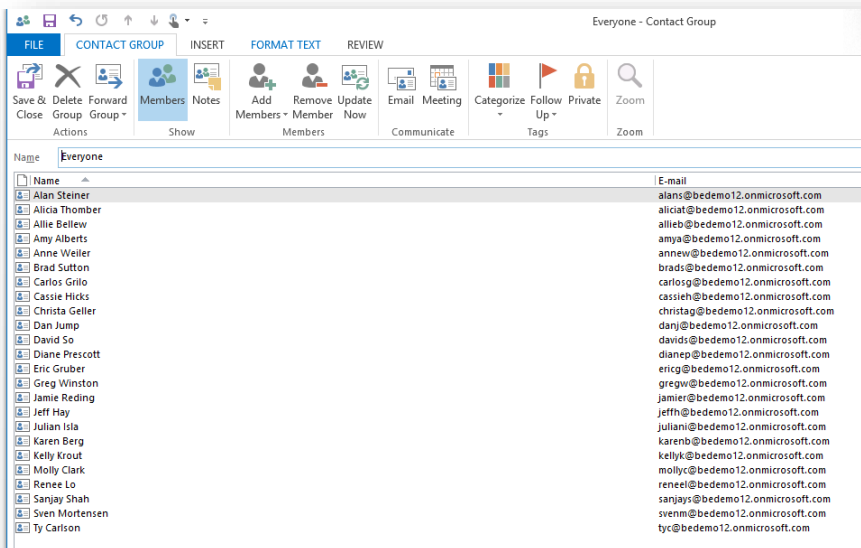


Click Add Members | From Contacts

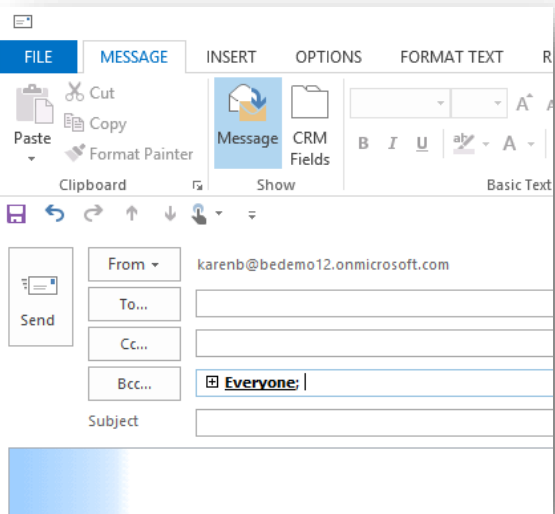
In the Select Members window make sure the first name is highlighted. Scroll down to the bottom of the list, press and hold the Shift Key and then left click your mouse on the last name in the list. All names should then be highlighted. Click the **Members** button to add to the members list. Click **OK**.



All of the contacts selected should now be in the Contact Group. You can remove members if you like by highlighting a name in the list and hit the **Remove Member** icon. Once complete hit the **Save and Close** icon.



Create a new email and enter in the BCC field the name of the Contact Group you just created (i.e. *Everyone*)



Enter the body of the message you want and hit **Send**.