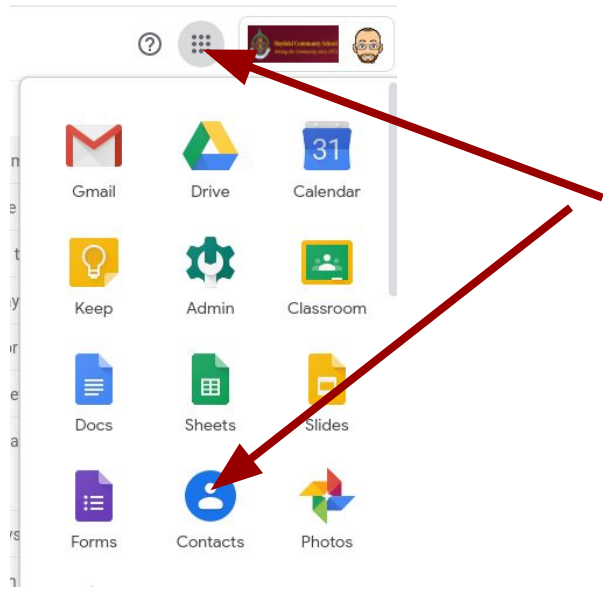
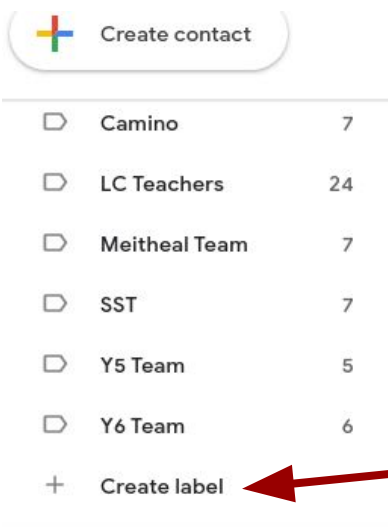


# Creating a mailing list for a class or subject group

1. Click on the dock at the top right of your screen, and then click on 'Contacts'

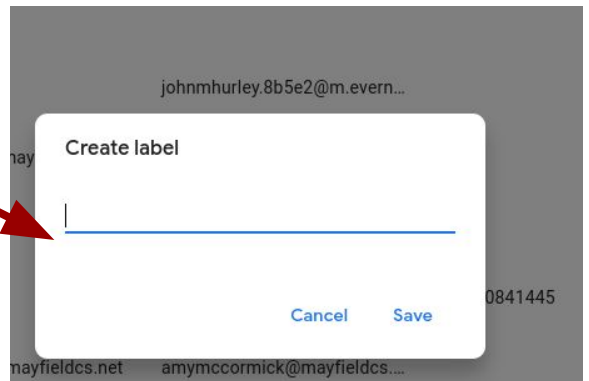


2. At the left side of this screen, click on 'Create label'

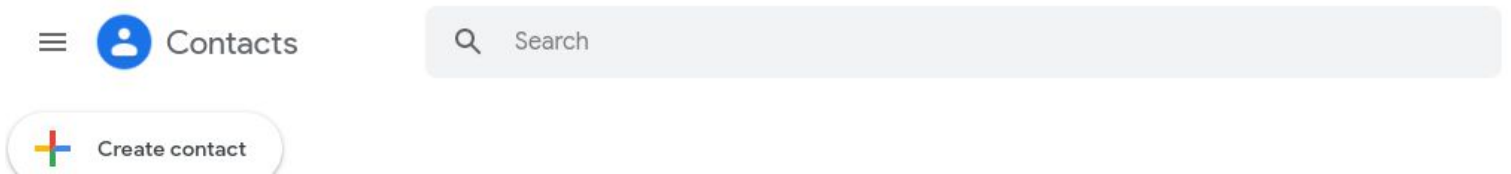


3. Give your label a name that works for you.

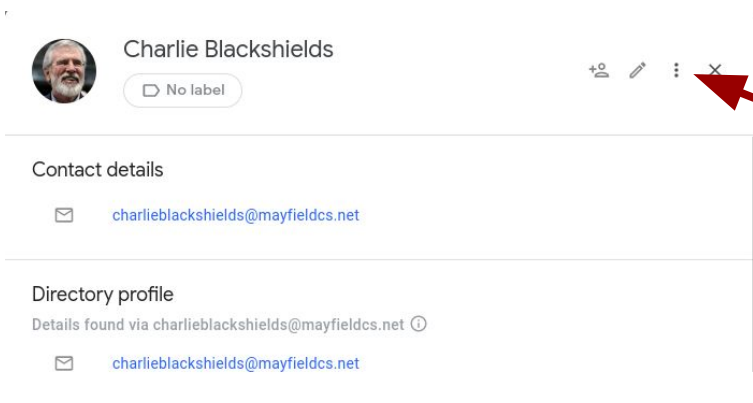
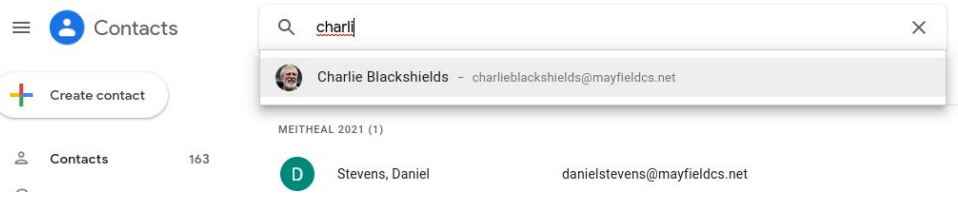
4. Once you save, then go to the left of your screen, and click on the label you have just created.



5. That will bring you to a blank page with the 'Contacts' logo and an empty search bar at the top.



6. Type in the name of a student you want to add to your group. The rest of the name should start to auto-fill. Click on the name you want.



7. Click on the 3 dots at the top right of that student's window. That will show a drop-down menu listing the different groups that you have. Select the contact group you want to add that student to.

8. Once that's done, Click out of that window, and repeat the procedure for each student you want to add to that group.

This is a little tedious, but does allow you to send a group email just by typing in the name of the group.

