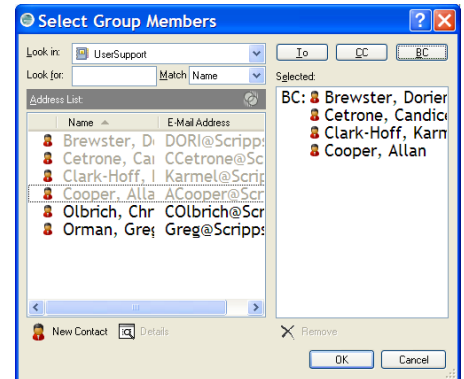
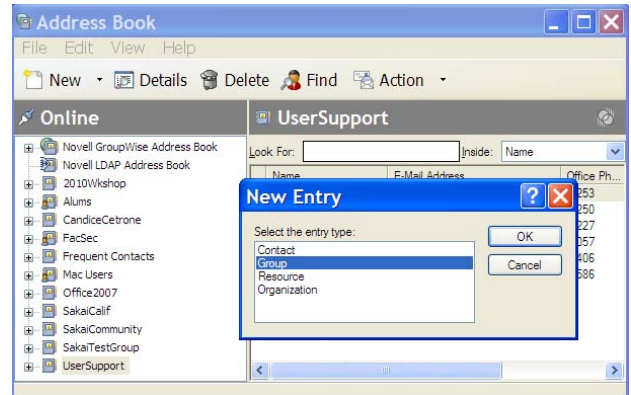


# CREATE AN EMAIL GROUP LIST IN GROUPWISE

## CREATE A SMALL GROUP LIST OF "INVISIBLE" NAMES

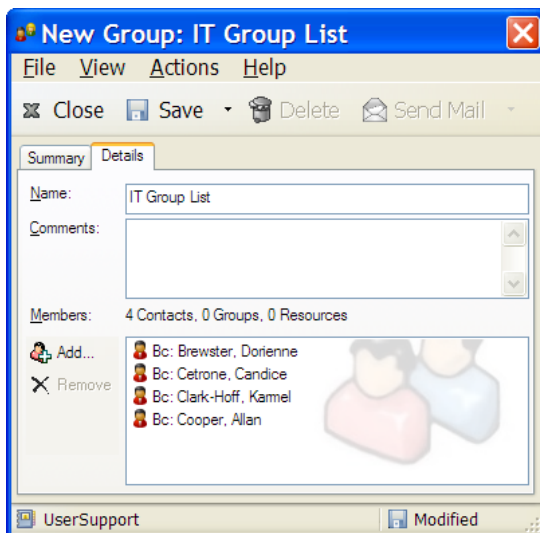
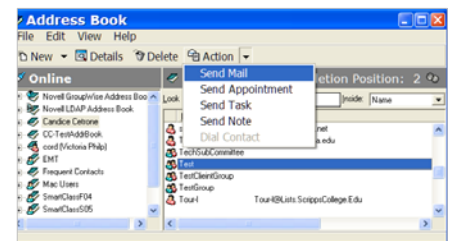
1. Open the Address Book window
2. Select your personal address book
3. Click on New > in the New Entry box click on Group > click OK
4. In the New Group window/Details tab, give the list a name on the top line
5. Click the Add button to select members
6. In the Select Group Members window, under "Look In" select the Address book where users are located > then highlight names from the list (hold down the CTRL button as you click on each name)
7. Click the "BC" button above the Selected box on the right side and the names will appear in the Selected box (add yourself to confirm that emails are sent)
8. Click the OK button to close
9. The Group name will appear in the Address Book you selected with an icon that looks like two people:



NOTE: Using the 'BC' option ensures that recipients see only their email address.

## SEND AN EMAIL MESSAGE USING THE GROUP LIST

1. Open a new email message
2. Type the Group Name in the TO line. If you cannot remember it, open your address book, highlight the group name, click Action > Send Mail to open a new mail window



## EDIT A GROUP LIST:

1. Open the Address Book where your Group list is stored
2. Double-click on the group name to open
3. Add new names just as above
4. TO REMOVE NAMES FROM A LIST: Highlight the name on the list > click the Remove button
5. Once finished, click OK to close.

Please be certain your group list is not in violation of the Scripps Email List Policy at <http://www.scrippscollege.edu/campus/it/policy/policy-email-lists.php>