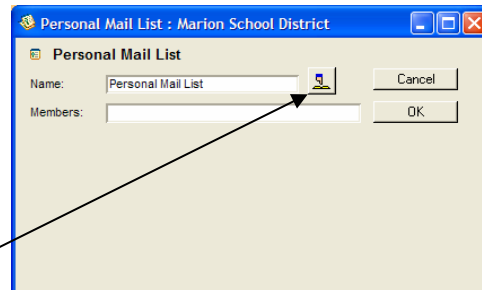


How Do I... create a new mail list in FirstClass.

To create a mail list follow these simple steps:

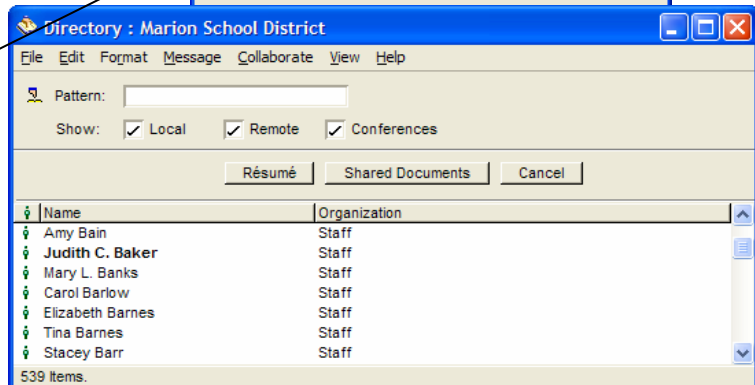
1. From within your FirstClass Desktop, or mail box, **Click File > New > Mail List.**

2. The new personal mail list window will open. Name your mail list by clicking in the **Name** area and typing your group name. This will be the name you type into the **To:** area of your email.



3. There are two ways to add your members.

- a. Simply type the names, or
- b. From here click on the **directory button**, in the bottom half of this window, scroll to find the name you want to add and click on it then drag it into the members area.



4. When you have added all of your members click **OK.**

The next time you need to send an email to this group of people, simply open a new message and type the name of the group/mail list in the To: area. Everyone on the list will receive your email.