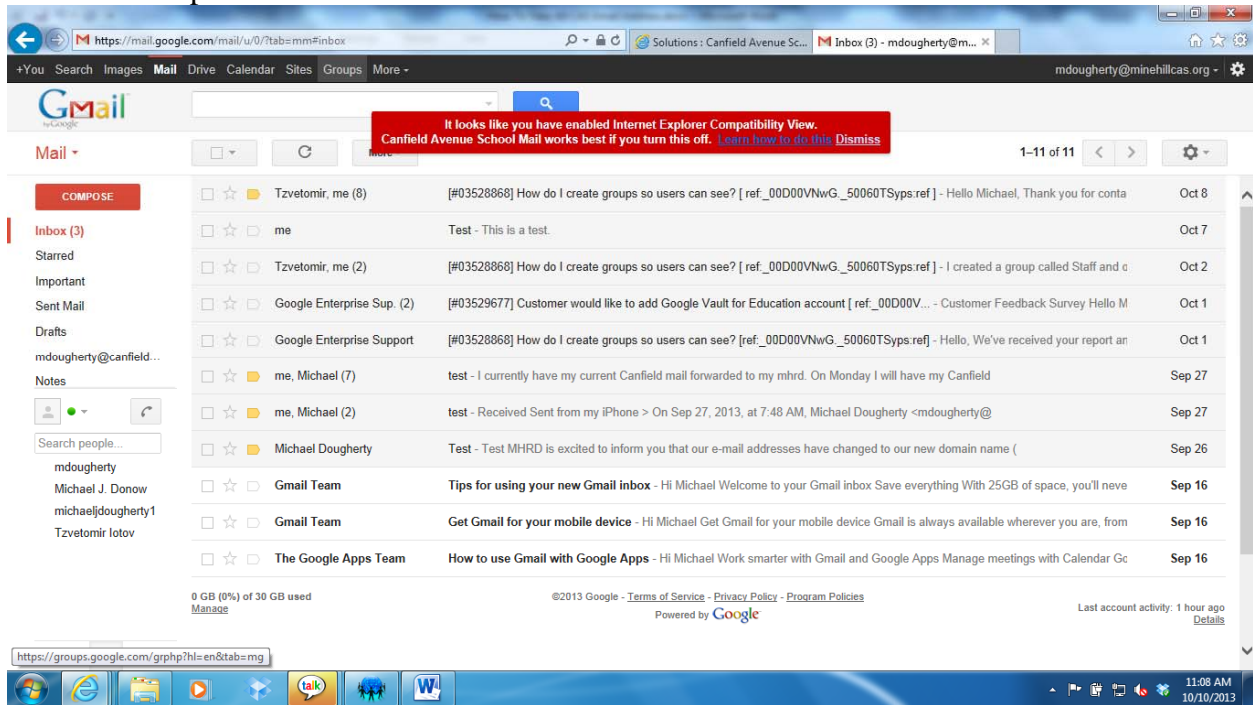
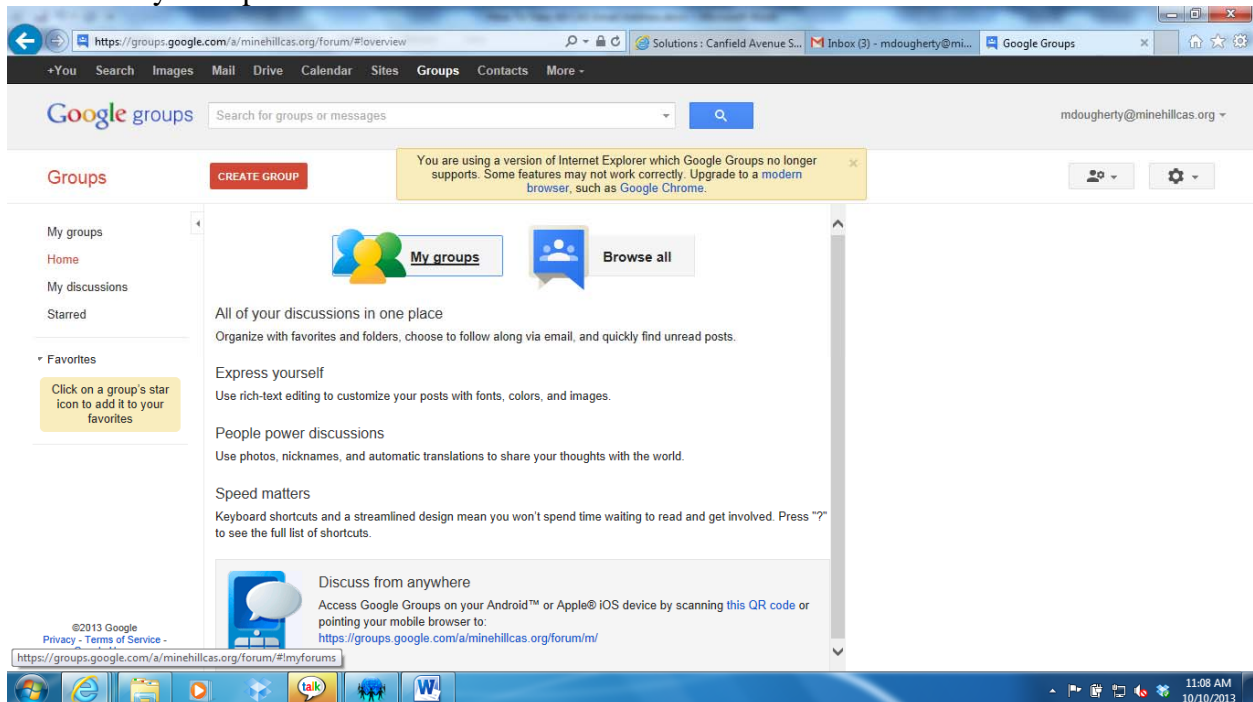


## How to Send an Email to a Global Address Group

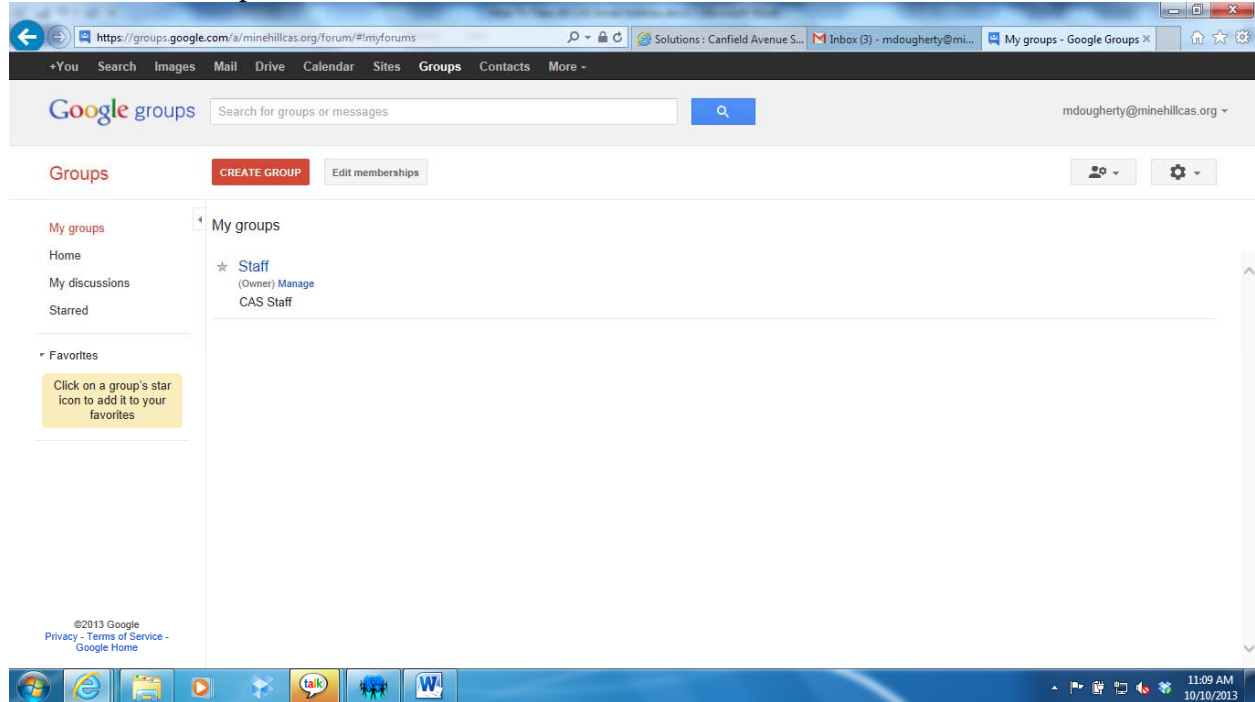
1. Sign into your gmail account
2. Click Groups



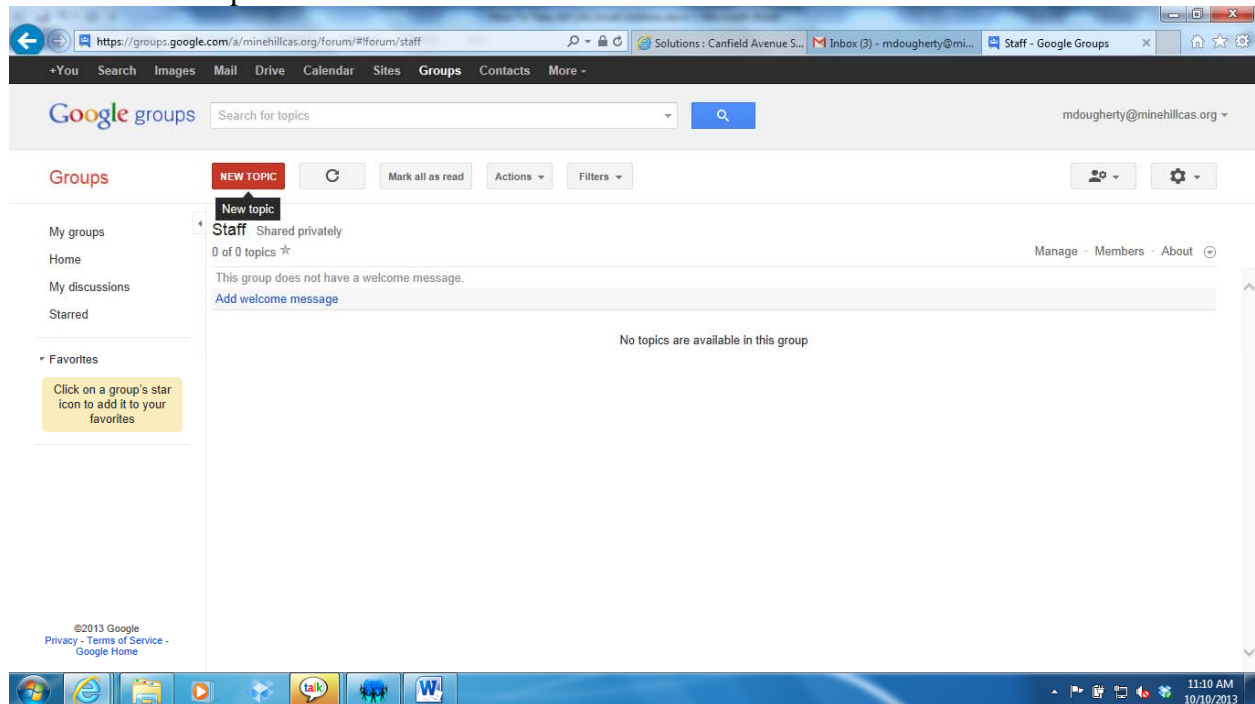
3. Click My Groups



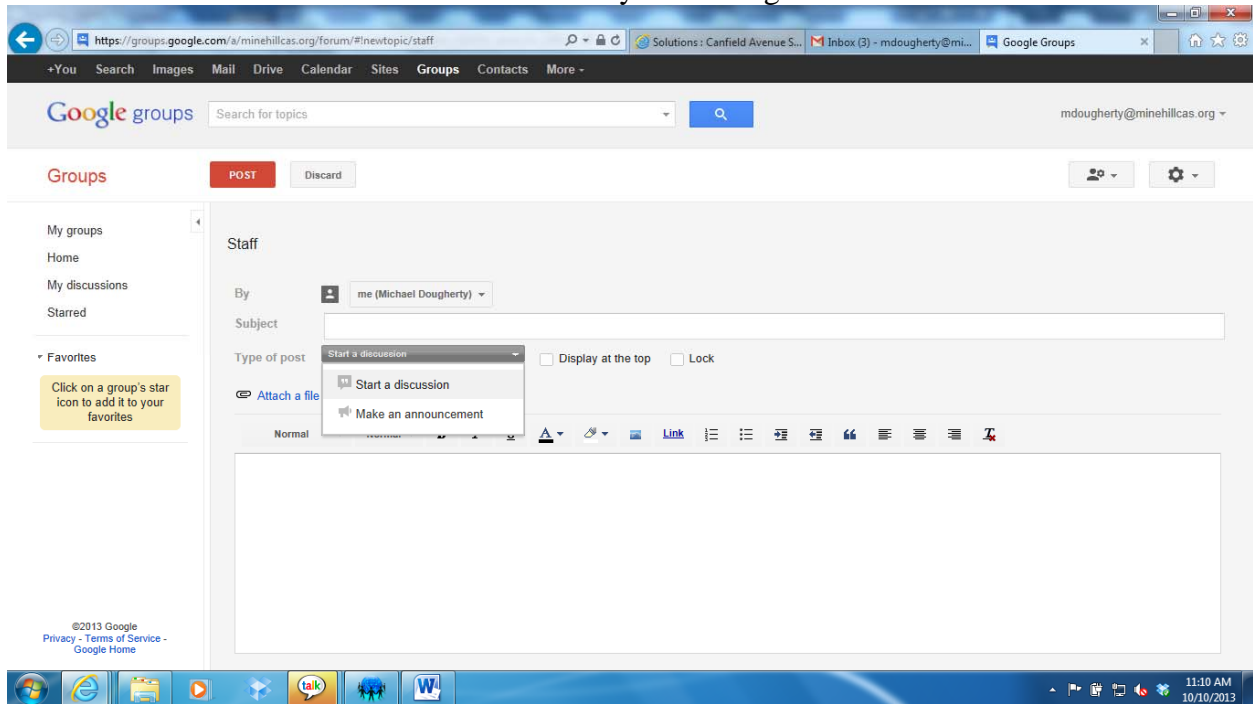
4. A list of the groups you are associated with will appear
5. Click the Group Name



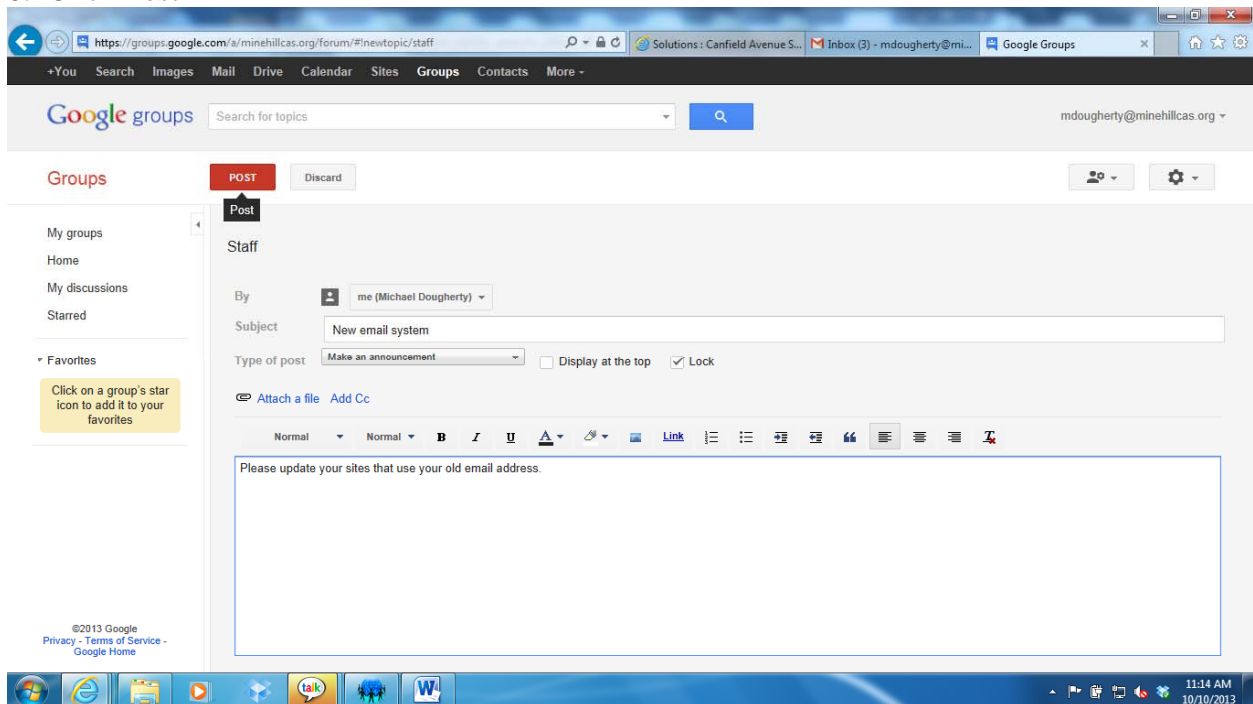
5. Click New Topic



6. Type a subject
7. From the Type of post dropdown, there are two options.
  - a. Start a discussion – this is used for collaboration and a message board
  - b. Make an announcement – this is to send out a mass email to the group. Check Lock in middle of the screen so no one can alter your message



## 8. Click Post



9. An email notification will be sent out to all users in the group