#### 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 collabaration 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

Imply / groups google.com/ // minkhilds.com/ / forum / filter / groups Contacts More -       You Search for topics   Coogle groups      Staff   by discussions   Starf   by discussions   Staff   by discussions   Staff By an other bogger discussions Starf discussion Display at the top Lock Cock Expland Coch Coch<							
You Search Image Mail Drive Calandar Sites Groups Contacts More-	https://groups.google	.com/a/minehillcas.org/forum/#!newtopic/staff	0- A C	Solutions : Canfield Avenue S	M Inbox (3) - mdougherty@mi	📮 Google Groups	× 60 8
Cocke groups     Staff   by groups   w discussions   tared     Staff   By     By     me (Michael Dougherty)*   Subject   Type of post   Interactions   Charlen a discussion   Make an announcement   Make an announcement   Make an announcement     Make an announcement     Morrison and it to your	You Search Images	Mail Drive Calendar Sites Groups Contac	ts More -				
Choops   Av groups   tone   Av groups   tone   Av discussions   started   Subject   Type of post   Staff advocument   Normal	Google groups	Search for topics		<b>→</b> Q		mdougherty@	)minehillcas.org
Aly groups   And discussions   Starred   'avorties   Click on a group's star   for the add it to your   favorties	Groups	POST Discard				<u>•</u> 0 -	<b>\$</b> -
My discussions   Starred     avorites     Click on a group's star   favorites     Click on a group's star     Start a discussion   Make an announcement     Nermal     Start a discussion     Make an announcement     Nermal     Start a discussion     Ar dr at Link i= :: :: :: :: :: :: :: :: :: :: :: :: ::	√y groups Home	Staff					
Favorites Click on a group's star favorites Type of post Start a discussion Make an announcement Normal Normal Normal Click on a group's star favorites Normal Normal Click on a group's star favorites Normal Click on a group star favorites Normal Click on a group star favorites Normal Norm	My discussions Starred	By me (Michael Dougherty) + Subject					
Click on a group's star icon to add it to your favorites Normal Start a discussion Make an announcement Normal Ar Or a Link IE IE IE IE IE IE IE I A	avorites	Type of post Start a discussion -	Display at th	e top			
	Click on a group's star icon to add it to your favorites	Attach a file     Make an announcement					
S2013 Google Wazy - Terms of Service - Google Home - Control - Con		Normal	<u>A</u> - Ø -		₫ " ■ ■ ■	<b>I</b>	
	©2013 Google						
	rivacy - Terms of Service - Google Home				_		11-11

## 8. Click Post

🗲 🕘 🗳 https://groups.google.	com/a/minehillcas.org/forum/#!newtopic/staff	P ← A C Solutions : Canfield Avenue S	M Inbox (3) - mdougherty@mi	📮 Google Groups 🛛 🗙 🕄
+You Search Images	Mail Drive Calendar Sites Groups Contacts	More -		
Google groups	Search for topics	₹ Q		mdougherty@minehillcas.org +
Groups	POST Discard			2º - \$
My groups	Post Staff			
My discussions Starred	By me (Michael Dougherty) + Subject New email system			
<ul> <li>Favorites</li> </ul>	Type of post Make an announcement -	Display at the top 🗹 Lock		
Click on a group's star icon to add it to your favorites	C Attach a file Add Cc			T
©2013 Google Privacy - Terms of Service - Google Home	Please update your sites that use your old email addres	<u>11</u> , <u>2</u> , <u>1</u>		**
	🛛 😵 👳 🗰			▲ 📴 🛱 🏷 😽 11:14 AM 10/10/2013

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