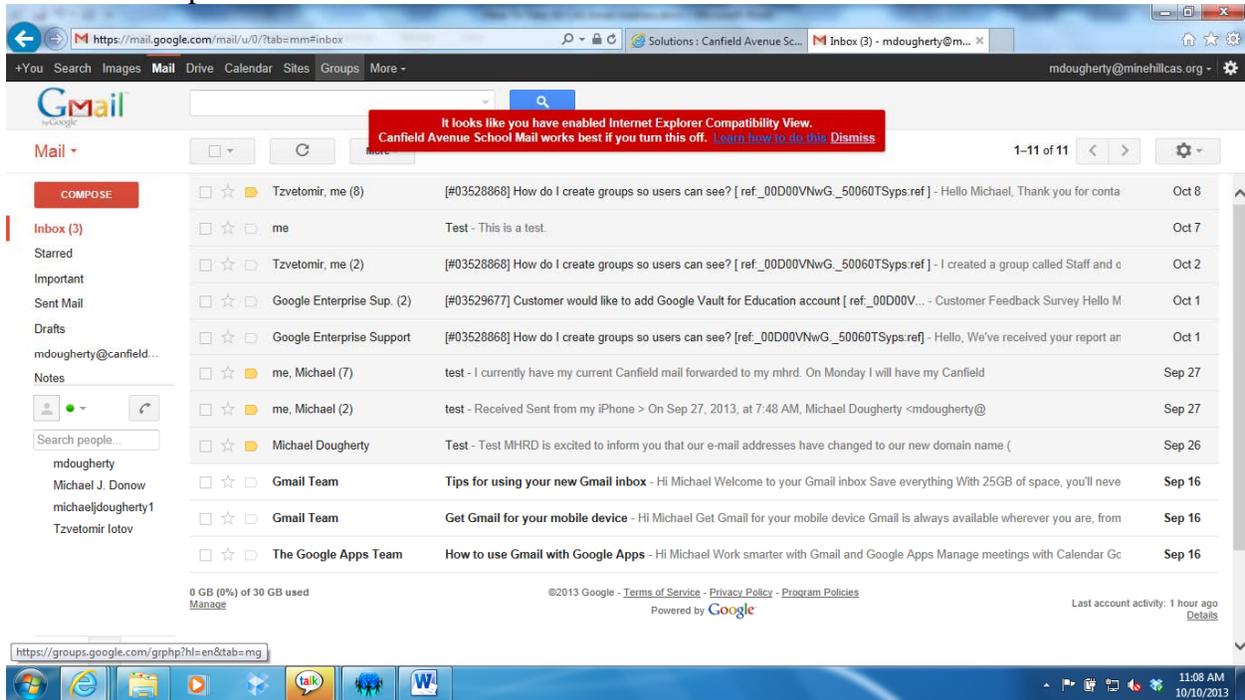
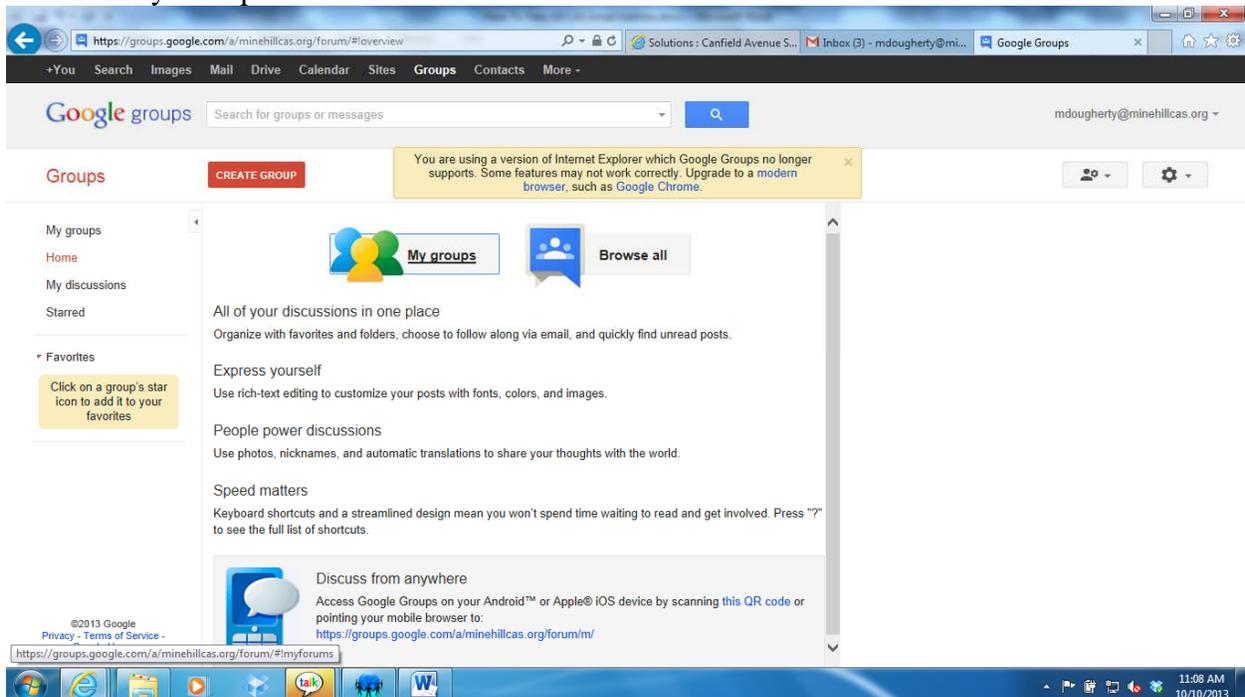


How to Send an Email to a Global Address Group

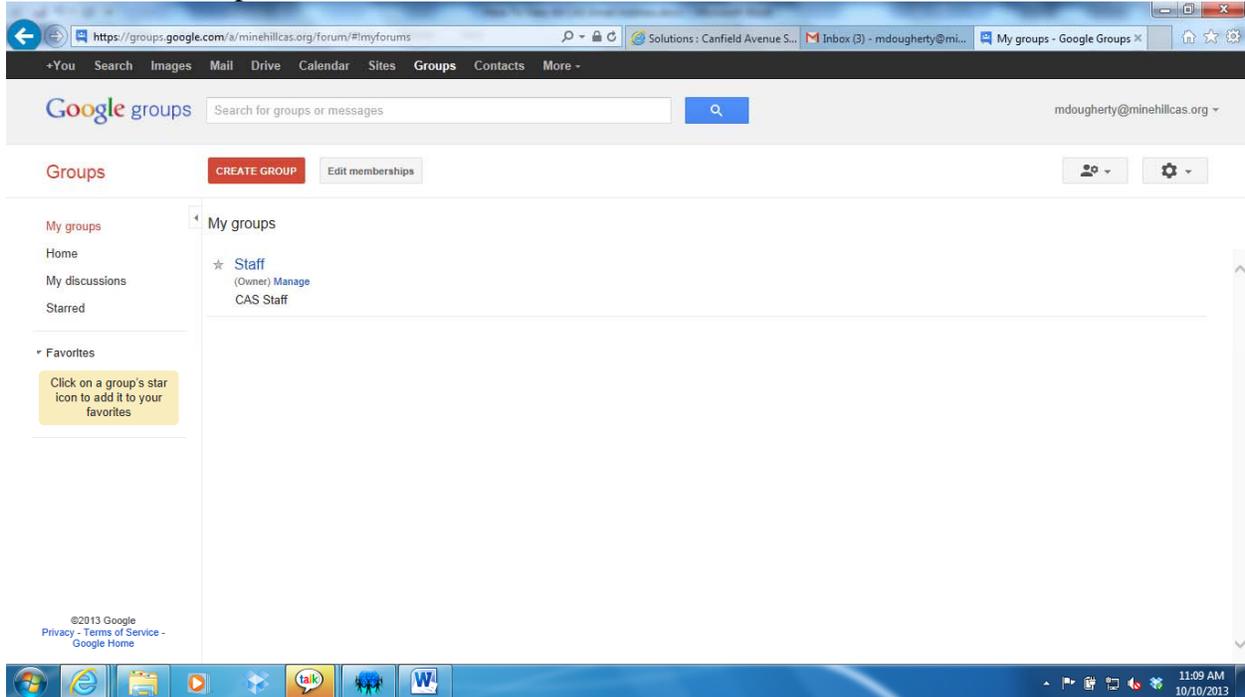
1. Sign into your gmail account
2. Click Groups



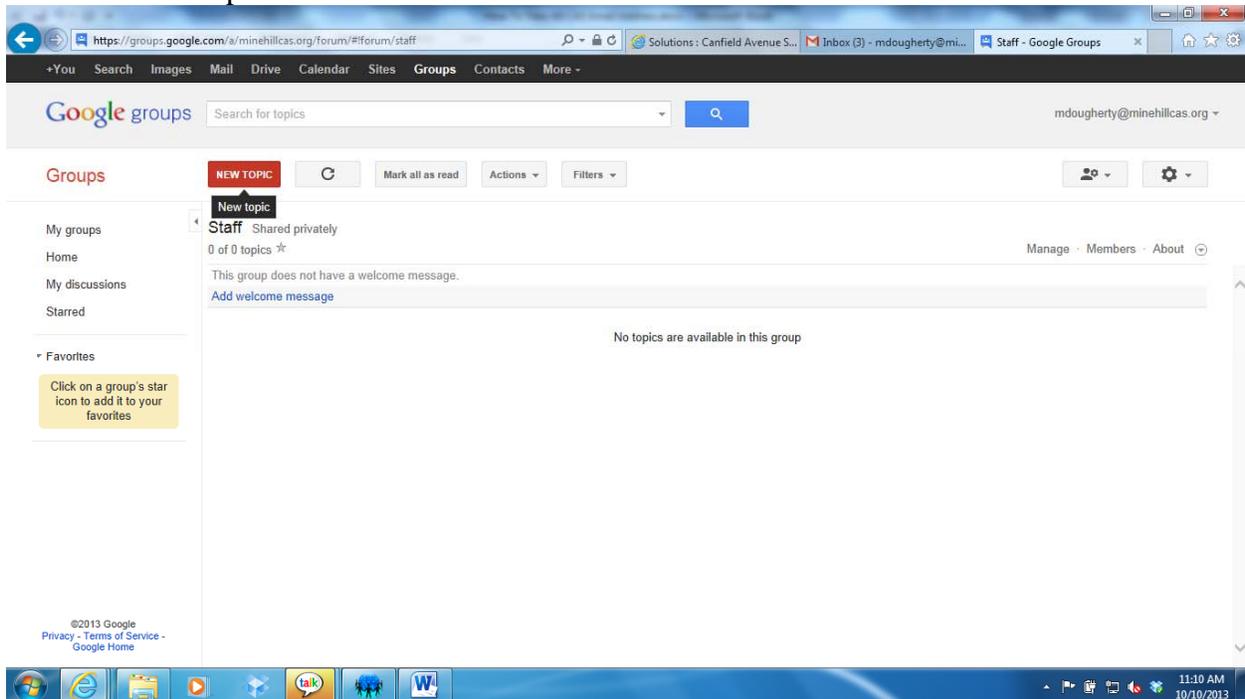
3. Click My Groups



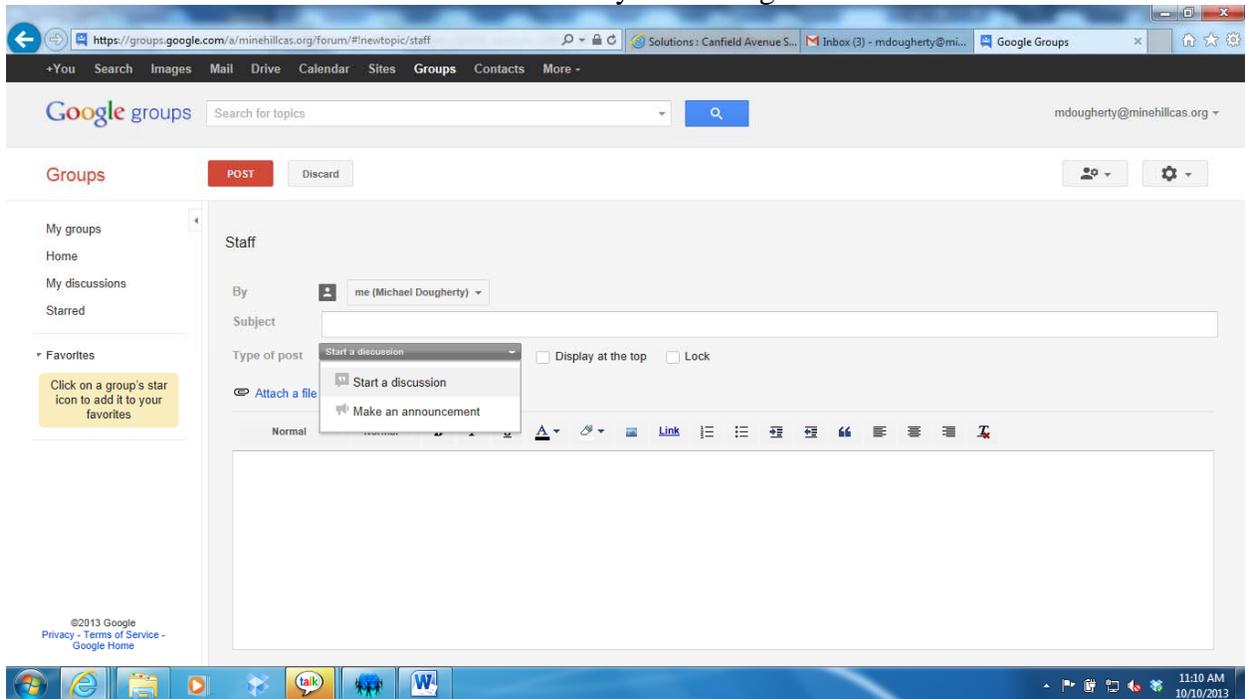
4. A list of the groups you are associated with will appear
5. Click the Group Name



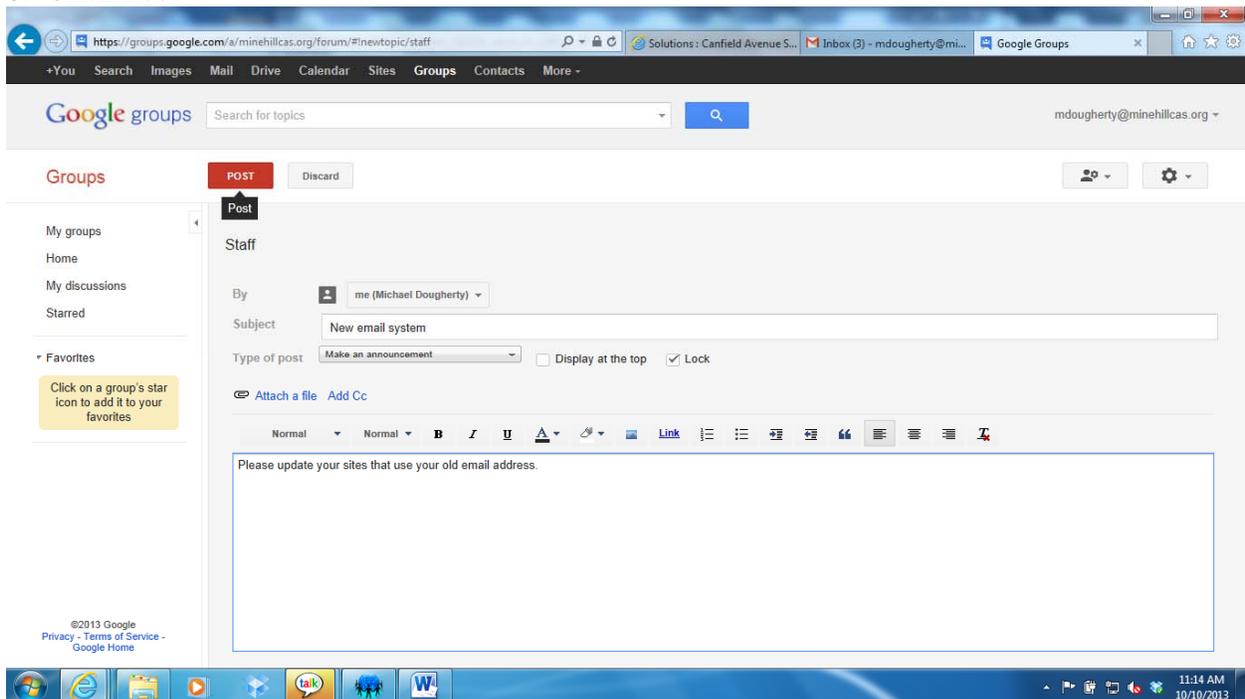
5. Click New Topic



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