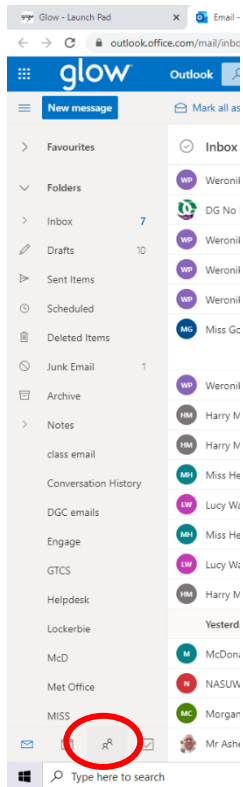


Create a Glow Email list

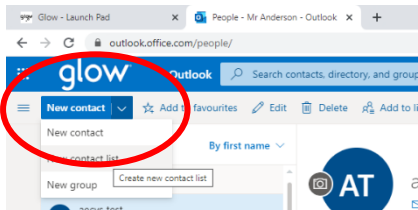


Using Outlook in Glow an email group / contact list can be established to allow a single email to be sent to multiple recipients.

Once set-up, the group can save time by reaching lots of recipients using one email.

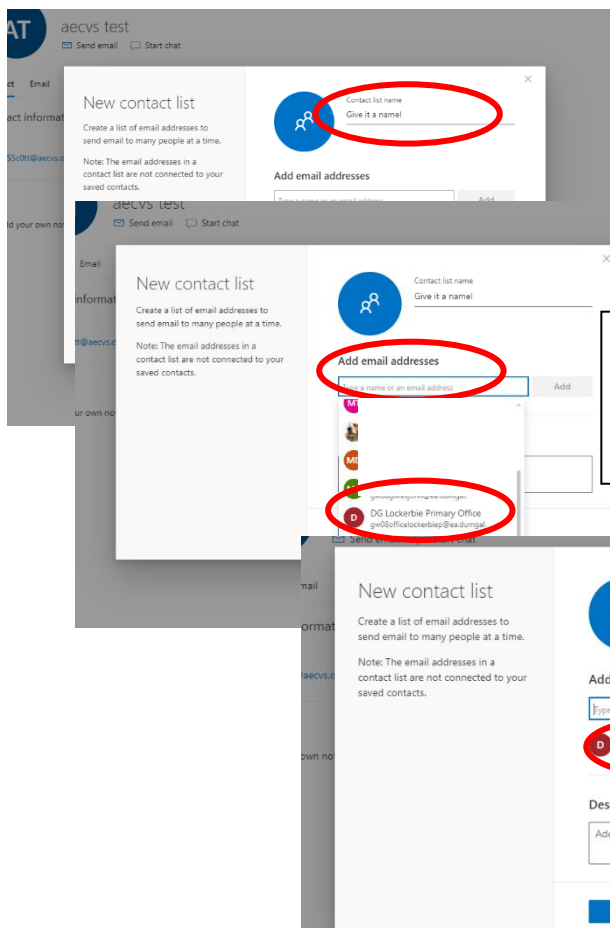
Care should be exercised when replying to a group email. To reply to the sender, use **'Reply'**. If you use **'Reply all'** your response will be shared with every group member. More on this later.

Find and click on the **'People'** icon – in this view of Outlook, People is located at the bottom of the **email folder list**. This will change the look of the Outlook page.



Look for the **'New contact'** button. Click on the **small white down arrow** on the right-hand side of the button to open the list of options.

Select the **'New contact list'** option from the **drop-down list**.

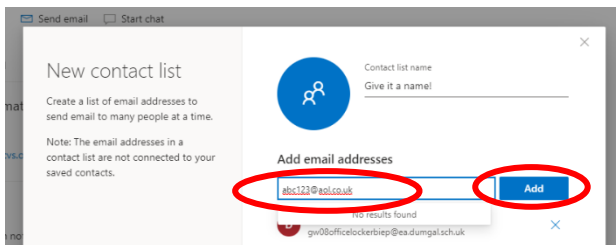


The look of the screen will change and a **dialogue box** will appear. Find the **'Contact list name'** as shown and **give your group a name**.

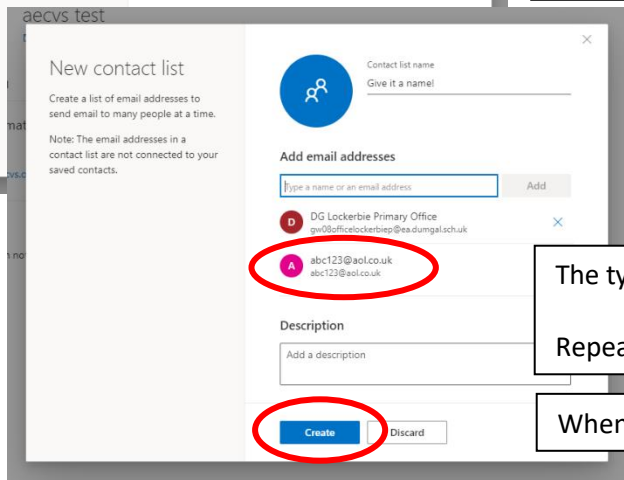
To add members to your group click in the **'Add email addresses'** box. In Glow, a list of **frequently used addresses** will appear. **Click on the required address** to add it to your list.

The selected address should now appear **below** the **'Add email addresses'** box.

Repeat this process to add familiar addresses.



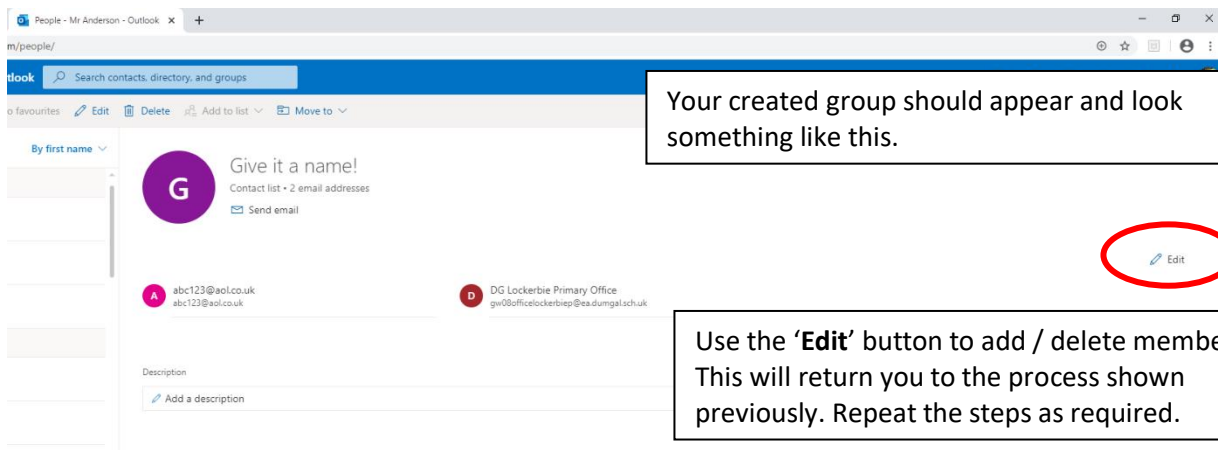
For new or unfamiliar email addresses, **type the address** into the **blue box** then click the **'Add'** button.



The typed address should now appear on your list.

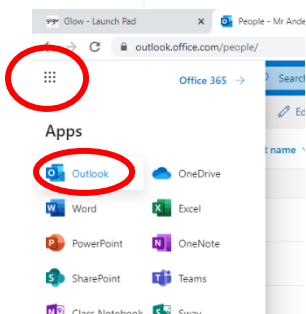
Repeat this process to add other addresses.

When finished, click the **'Create'** button.

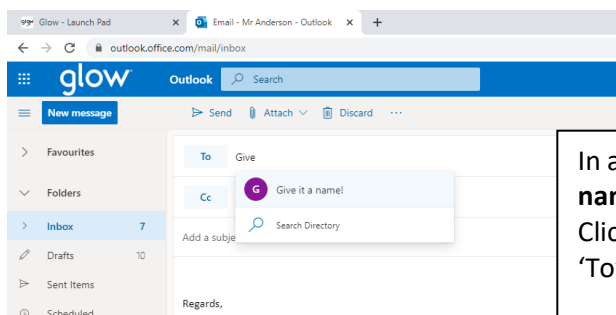


Your created group should appear and look something like this.

Use the **'Edit'** button to add / delete members. This will return you to the process shown previously. Repeat the steps as required.



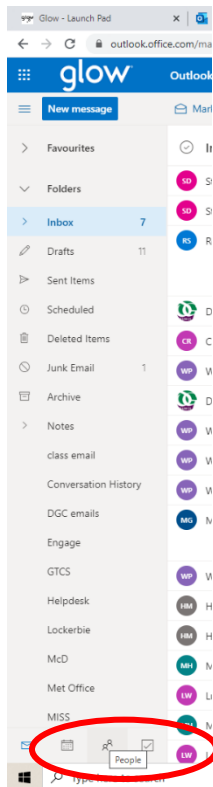
To return to Outlook email, click on the **Keypad** icon and select **'Outlook'** from the drop-down list.



In a new email, type in **part** or **all** of your **group name**. Part of the name will show a dialogue box. Click on the group name in the list to enter it in the **'To'** box.

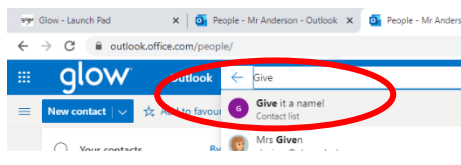
Complete your email and click **'Send'**.

Editing an Outlook Contact / Glow Email list:

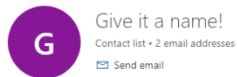
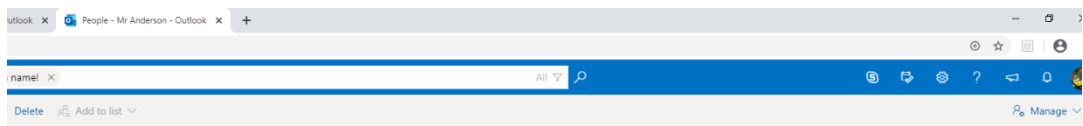


After creation, you may need to add new recipients or remove existing recipients from your group / list.

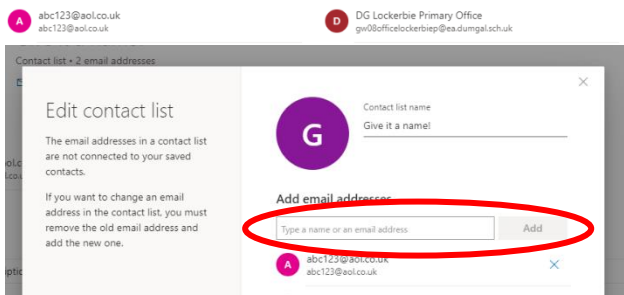
To locate the group, first click on the 'People' icon in Outlook email.



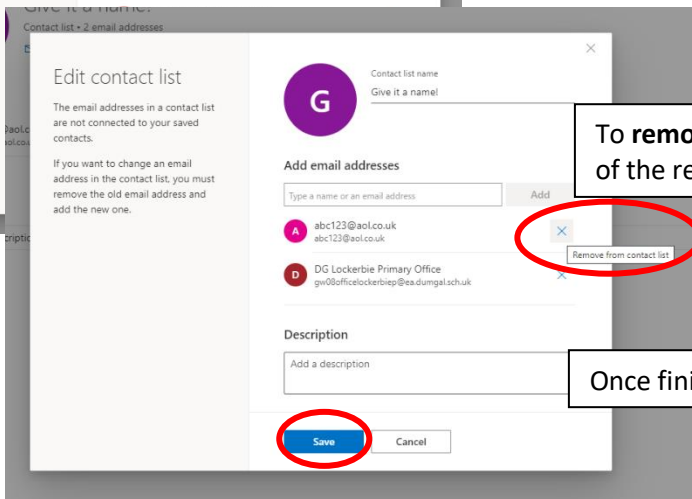
When the page has changed, type some or all of the group name into the 'Search' box. Click on the Group name if a list appears.



Once the Group page appears, click on the 'Edit' button.



As before, **type** in a required email address you wish to add. Familiar addresses can be **selected from the list**. Others **must be typed**.
Click 'Add' to put each address on your list.



To **remove** an address, click on the 'X' at the end of the recipient's details.

Once finished, click on 'Save' to update your list.