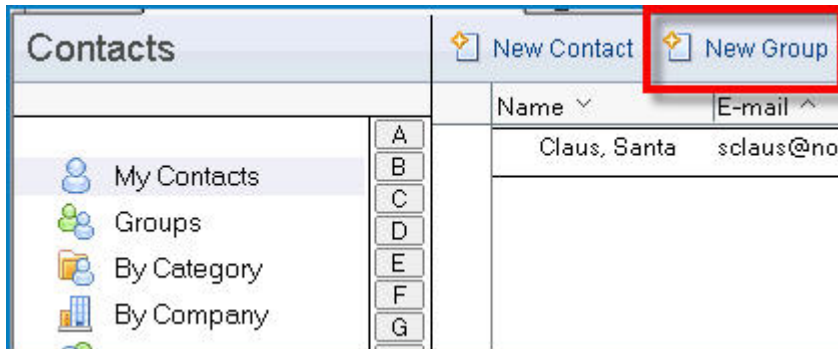
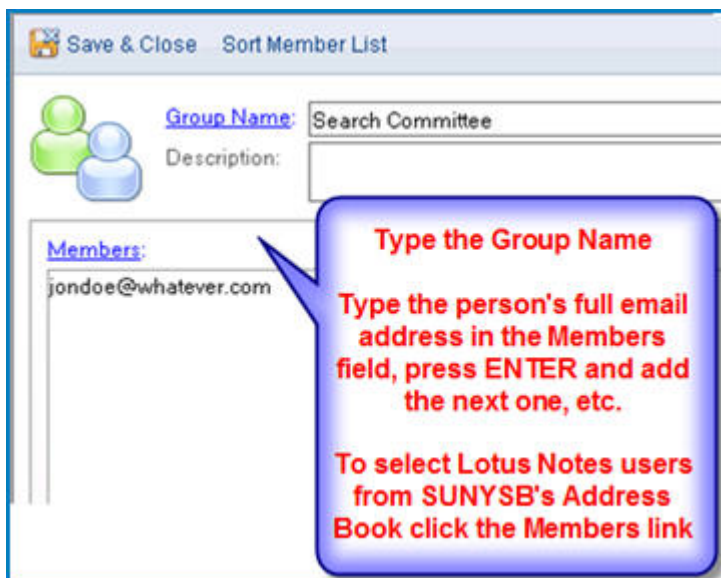


Create a Mailing Group

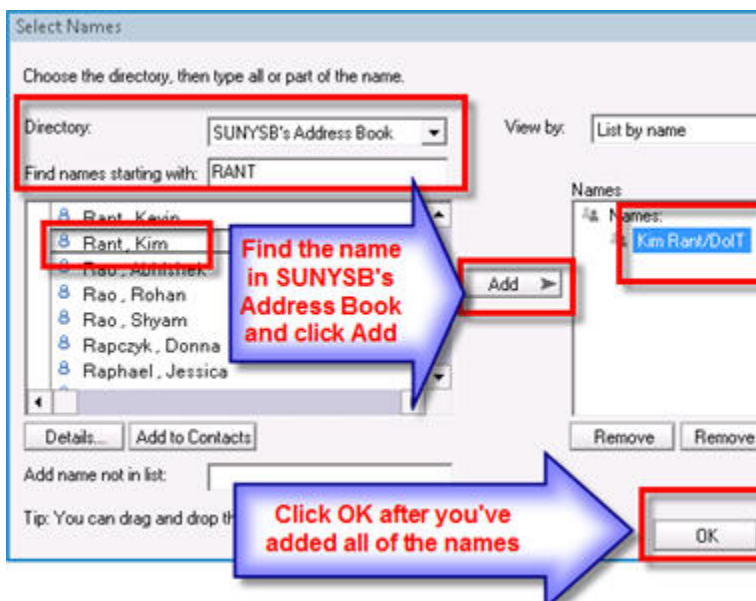
- Open **Contacts**

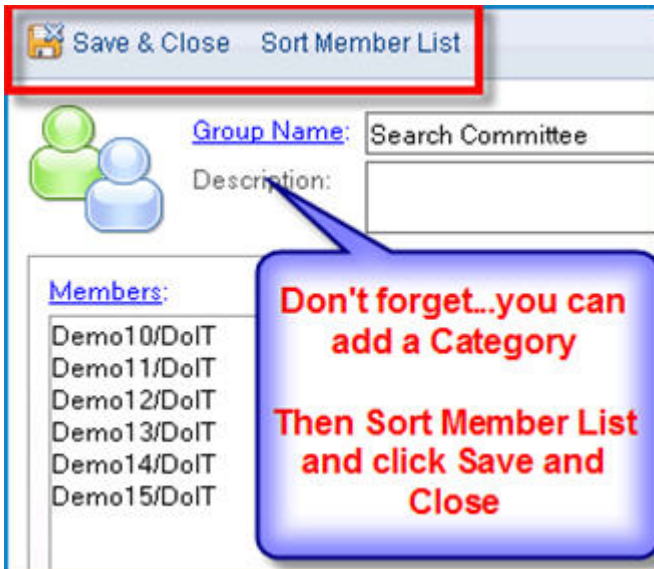


- Click the **New Group** action



- You'll find all Lotus Notes users in **SUNYSB's Address Book**





Create a New Group from a Message You Receive

- Select the message in your *Inbox*
- Click the **Actions** menu, choose **More > Add Recipients to Contact Group**

