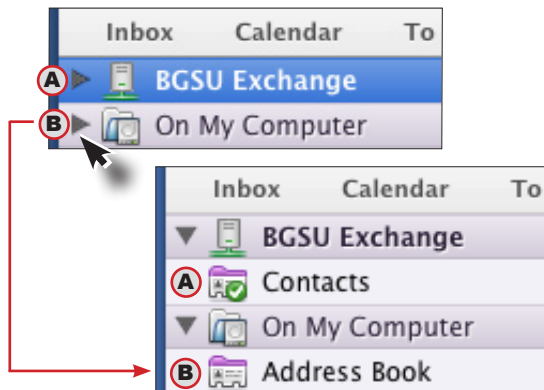


Mailing to a list in Entourage 2008

Creating a group contact list

If you regularly e-mail the same group of people, you can create a **Group** contact list in Entourage that will allow you to send a message to everyone in the group simultaneously.

Groups that you create in Entourage are stored on your own computer's hard drive, in the **Address Book** that is in your **On My Computer** folder – not to the **BGSU Exchange** server. (This means you can only access them from this computer.)



If the Navigation Pane (left sidebar) looks like the top image, click the arrow next to the **On My Computer** folder to reveal your local **Address Book** folder.

You can add **Contacts** stored in your **BGSU Exchange** **Contacts** folder (A) or your local **Address Book** folder (B) to a **Group e-mail** list. All **Group** lists are saved in your local **Address Book** (B).

Organizing addresses:

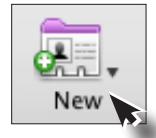
If you expect to have one-to-one communications with the people on your list, it is most efficient to first have a **Contact** or **Address Book** record for each group member. However, you may skip this step and type or paste addresses directly into the group creation form.

Adding a contact:

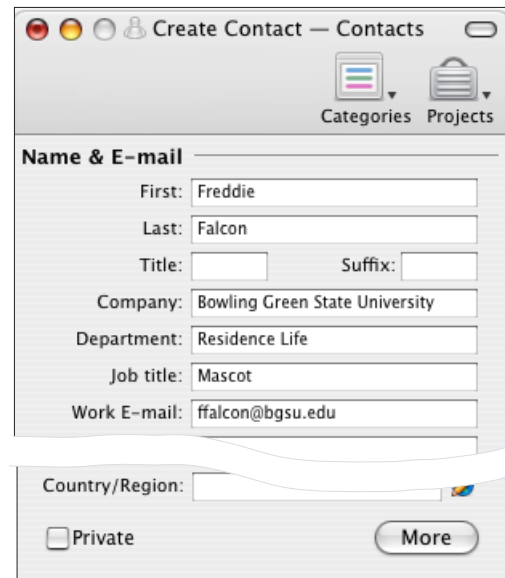
To add a person to the **Contacts** address book in your account on the **BGSU Exchange** server:

1. Click the **Contacts** folder to open it.
 - ▶ If your **Contacts** folder is not visible, click the arrow to the left of the **BGSU Exchange** icon on the **Navigation Pane** to make it visible, then click the name of the folder.

2. Click the **New Address** icon in the Toolbar, click **File>New>Contact**, or type **⌘N**.
3. Enter basic contact information.
4. Click **More** to enter more detailed information.
5. Click **File>Save**, or type **⌘S**.



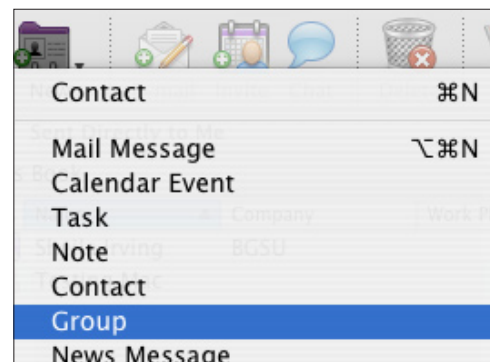
*Note: More detailed information about creating contacts can be found in the ITS self-help document **Managing Contacts in Entourage 2008**.*



Creating the list:

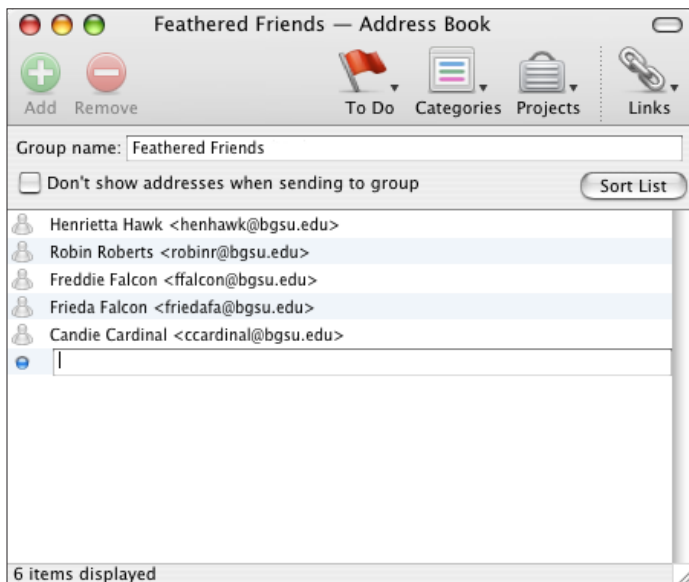
If all of the people you would like to include in your **Group** contact list are already in your **Contacts** or **Address Book** folders, you are ready to create the list.

1. Click the **Address Book** folder to open it.
2. Pull down the arrow to the right of the **New Contact** icon and select **Group** from the menu.



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3. Type a name for your group in the **Group Name** box.
4. Click the **Plus** sign in the top left corner of the form, or hit **Tab** to move to the first address entry field.
5. In the space where the cursor appears, type or paste the name of the first person in the group.
6. As you type, any matching contacts will be shown in a pop-up box directly below. Click the name of the person you wish to add. Another space will then appear for you to begin typing the next name. (You can also hit **Tab** to move to the next space.)
 - ▶ The text in the bottom left corner of the form will tell you how many names have been entered. You can use this information to check your work.
 - ▶ If you need to delete a name you have entered, click the **Minus** sign in the top left corner of the form.



7. If you want to maintain confidentiality among group members, check the box **Don't show addresses when sending to group**.
8. When you have finished adding names to the group, type **⌘ S**, or select **File > Save** to save the list to your address book.
9. Type **⌘ W**, or select **File > Close** to close the window.

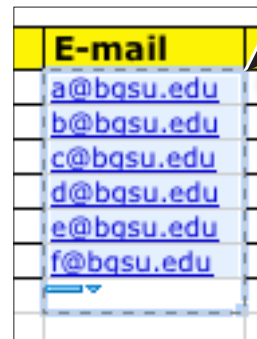
The **Group** you have just created will now appear in your **Address Book** folder.



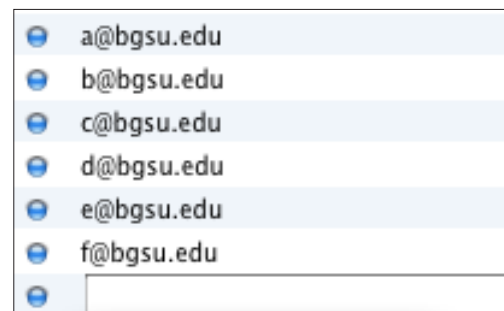
Pasting multiple addresses into a group

To paste several addresses at once from another program such as Word or Excel:

1. Set the addresses up one per line/row.
2. Select and copy the addresses.
 - ▶ If you have difficulty selecting the addresses in Excel because they are hyperlinks, start with the first blank cell below the list you want to select and draw the selection box upward. Or highlight the whole column and select **Edit > Clear > Hyperlinks**, then select and copy the addresses.



3. Click the **Plus** sign in the top left corner of the form, or hit **Tab** to move to the first address entry field.
4. In the space where the cursor appears, paste the whole list of copied addresses. Each address will be automatically entered on a separate line.



Mailing to a list in Entourage 2008

5. Type **⌘ S**, or select **File > Save** to save the list to your address book.
6. Type **⌘ W**, or select **File > Close**.

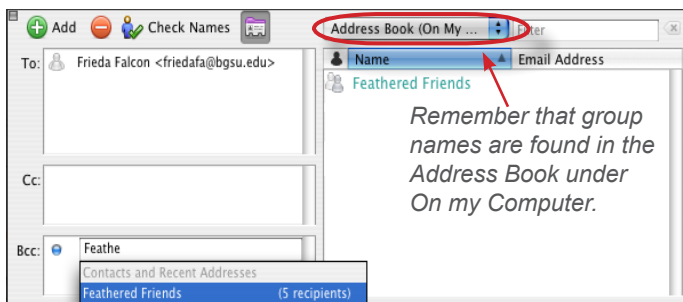
Changing the list:

- ▶ Double click the name of the group to open it.
- ▶ To add a person, click the Plus sign or click directly below the last name in the list, then type or paste the address. Save and close.
- ▶ To remove a person, click the name of the person you want to remove, then click the **Minus** sign. Save and close.

Using a group contact list

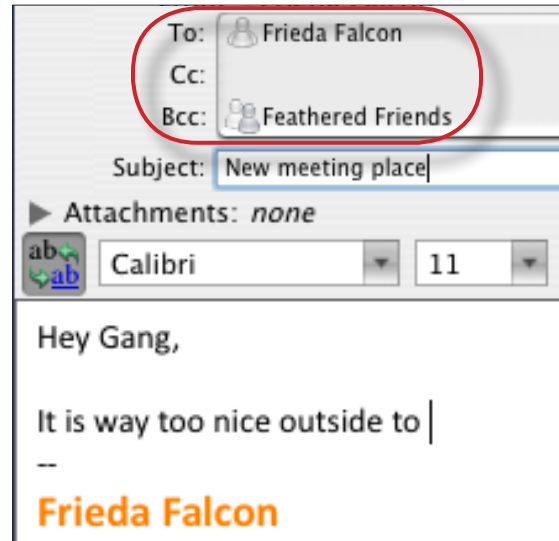
Sending a message to the group:

1. Click the **Mail** icon in the top left corner of the toolbar.
2. Click the **BGSU Exchange Inbox** folder.
 - ▶ If the **BGSU Exchange Inbox** is not visible, click the arrow to the left of the **BGSU Exchange** icon on the **Navigation Pane** to make it visible, then click the name of the **Inbox** folder.
3. Click the **New Mail** icon in the Toolbar, click **File > New > Mail Message**, or type **⌘ N**.
4. Begin typing the name of the group in the **Bcc** box. The group's name will appear below the box as you type. Click it to select it.
5. Begin typing your own name in the **To** box, and click to select it.
 - ▶ It is a good practice to always blind-copy the group to protect members' privacy. Even if all members know each other, using the blind-copy function prevents each member from having to scroll past a long list of names to read the text.



Enter the group name in the Bcc field to ensure address privacy. Do not rely solely on the "Don't show addresses" checkbox on the new group form.

6. Click the small square in the left corner of the **Address Entry** box to close it.
7. Enter a **Subject** and compose your e-mail in the large box below.



8. When you are satisfied with the message, click the **Send** icon in the top left corner of the message form.

*Note: More detailed information about creating e-mail messages can be found in the ITS self-help document **E-mailing in Entourage 2008**.*

Printing e-mail group addresses:

To print a list of group members, do not open the group window.

- ▶ Just select the group name in the Address Book and drag it to any text window (Entourage note or message, Word doc, TextEdit doc, etc.) or Excel sheet (top left cell). Then save and print the new document.
- ▶ This creates a list of **name <address>**, with each entry on a separate line. If you'd prefer to have a comma-delimited list instead, select and Copy the group entry and Paste into a text window.

Deleting a list:

- ▶ Click the group name in the Address Book and click the **Trash Can**, or type **⌘ D**.

Need Help?



Technology Support Center (TSC), 110 Hayes Hall
<http://www.bgsu.edu/its/tsc> Select **Self Help** or use the online form.

☎ 419-372-0999
☎ 419-372-9499