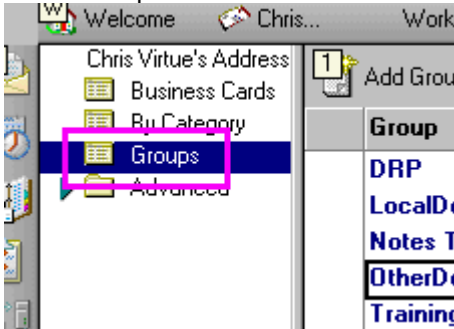



Title: **Adding and Deleting Groups to Your Lotus Notes Address Book**

**Purpose:** Use this procedure to add entries and to send email from your personal address book

Use this procedure to group email contacts in your address book.

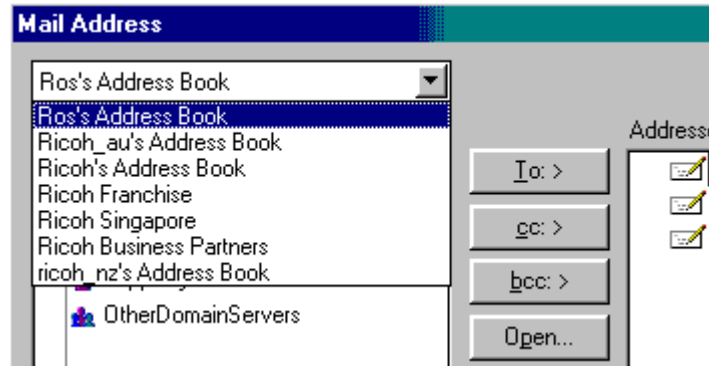
You'll find your personal address book on the Workspace

Step	Action	Information
1	<b>To add a group to your address book:</b> <ul style="list-style-type: none"><li>start with your personal address book open</li><li>select Groups</li></ul>  <ul style="list-style-type: none"><li>click the Add Group button</li></ul> 	
2	<b>On the New Group screen:</b> <ul style="list-style-type: none"><li>give your group a name</li><li>to select members<ul style="list-style-type: none"><li>click the down arrow next to Members</li><li>select each person to add to your group and click the Add button</li><li>click the drop down arrow at the top of the box to switch to another address book</li></ul></li></ul>	
3	<b>To send an email to group:</b>	<a href="#">3.1 See: Composing</a>

- start at the New Memo screen
- click the Address button



- click the down arrow and select your personal address book



- click the group that you want to send the message and then click either the To:, cc: or bcc: buttons after each
- click OK when you have finished selecting addresses
- compose and send your message

#### 4 To delete a group entry:

- start with your personal address book open
- click on the entry that you want to delete
- click the Delete Group button
- press F9 to permanently delete the entries from the book