

First Class User Tips

Mailing Lists

If you routinely send mail to the same group of users (i.e. a group of parents), you can create a mail list that contains these users. When you send a message addressed to the mail list, all users in the mail list receive the message.

Creating mail lists

To add a mail list to your address book:

1. Choose File > New > New Mail List.
2. Update the New Personal Mail List form by adding address to it from both the First Class Directory, addresses in your personal address book, and addresses you simply type in. (you can copy and paste)
3. When you send an email make sure that you use the BCC (blind carbon copy feature) so you don't expose all the recipients email addresses to the other recipients.

