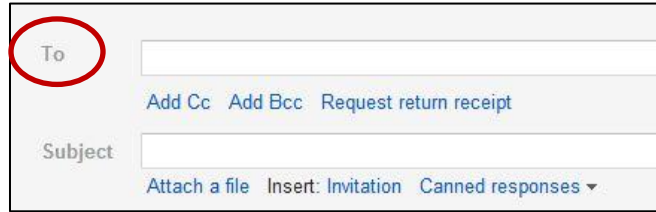
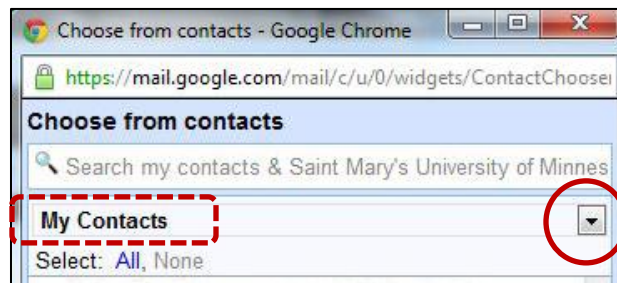


Sending an Email to a Distribution List in Gmail

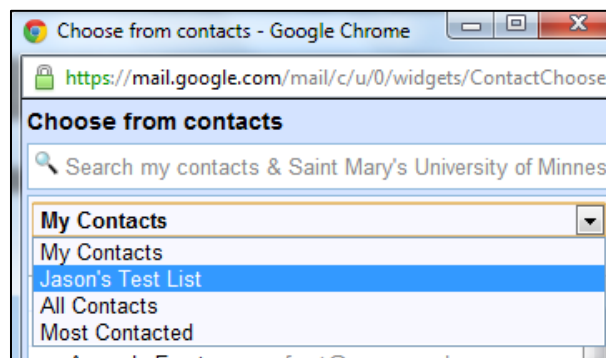
- 1) Compose a new message in Gmail and click on the **“To”** next to the email address location.



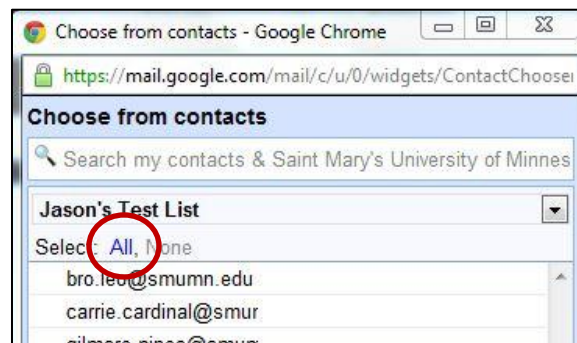
- 2) From the contacts window click on **“My Contacts”** drop down list.



- 3) Select the appropriate contact list (distribution list).



- 4) Click **“All”** to select everyone on the list.



- 5) Click **“Done”** in the lower right corner of the contacts window to add the list of contacts to your email message.