



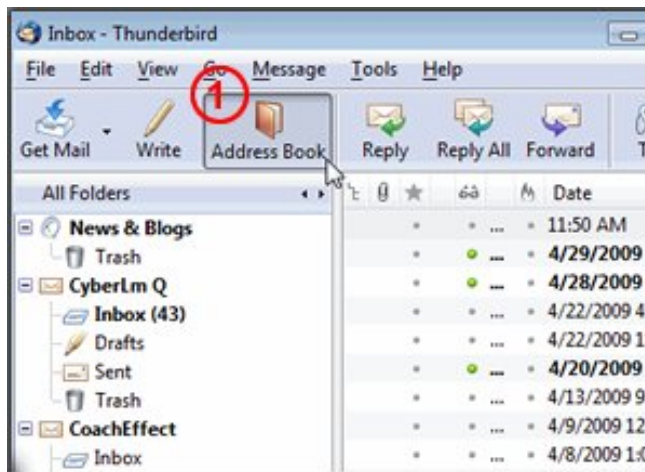
Create and Maintain a Mailing List in Thunderbird

A group of email addresses is called a Mailing List.

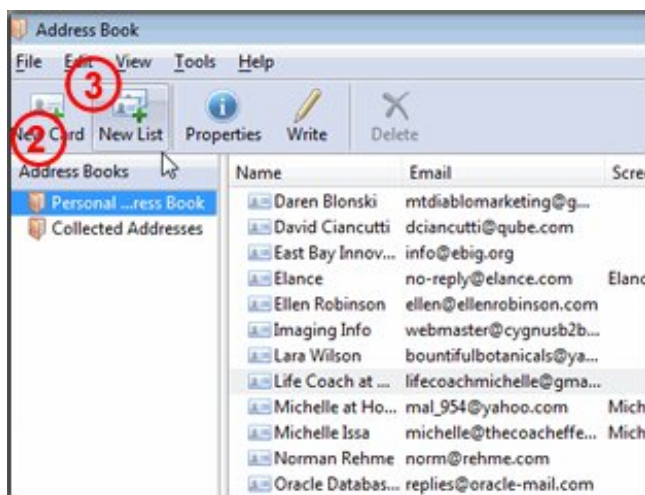
Create a New Mailing List

Follow these steps to create a (Group) Mailing List in Thunderbird

1. In Thunderbird open the Address Book



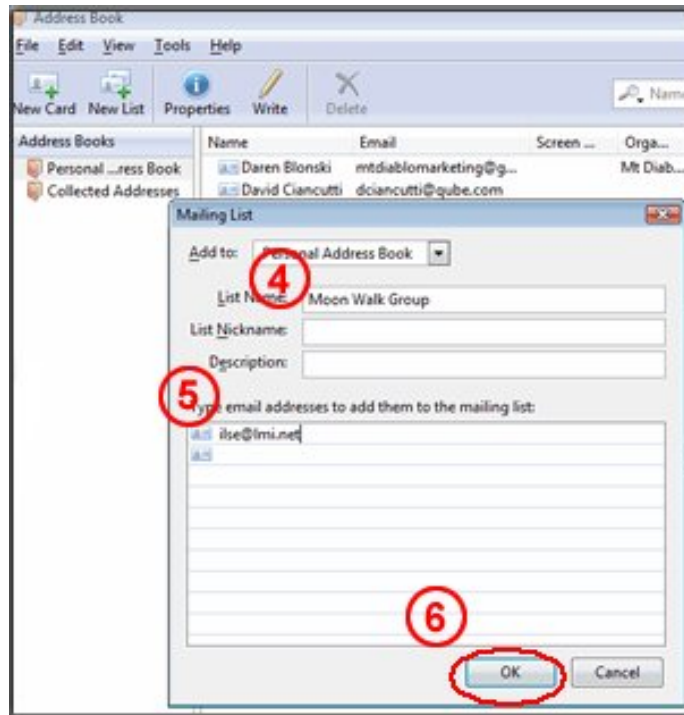
2. Select (highlight) the Personal Address folder
3. Click the New List icon



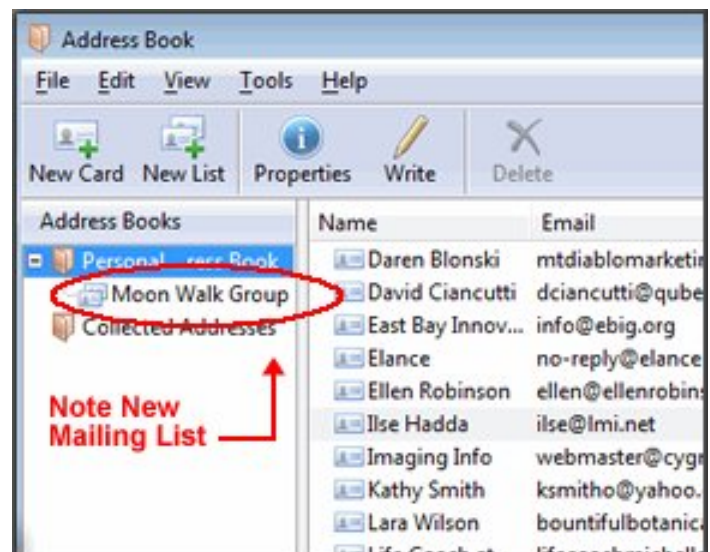


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A new window will open.



4. Type a descriptive name for the new list in the *List Name* box.
Completing the rest of the boxes in the top section are optional.
5. Tab down to the bottom section of the Window and add email address in these boxes.
6. Click OK when the list is complete.





Create and Maintain a Mailing List in Thunderbird

Add email addresses to a Mailing List

Follow these steps to add email addresses to a (Group) Mailing List

