

Creating Groups in Gmail



Introduction

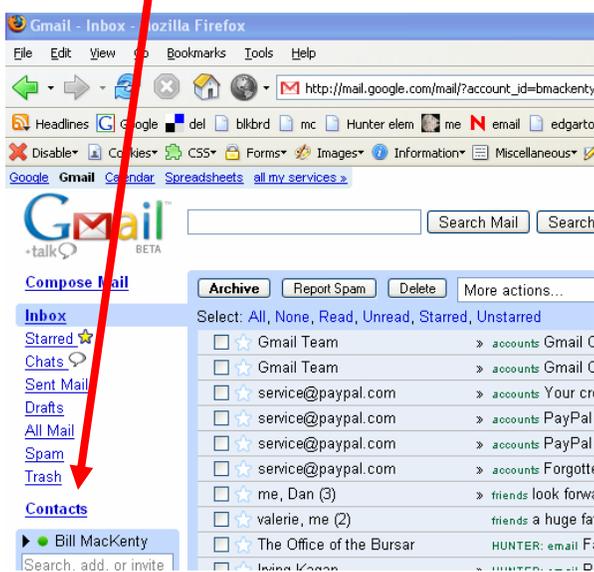
A frequently requested feature is to email groups of students, much like a list serve.

This is rather easy to do in Google, using gmail and the "groups" feature it provides.

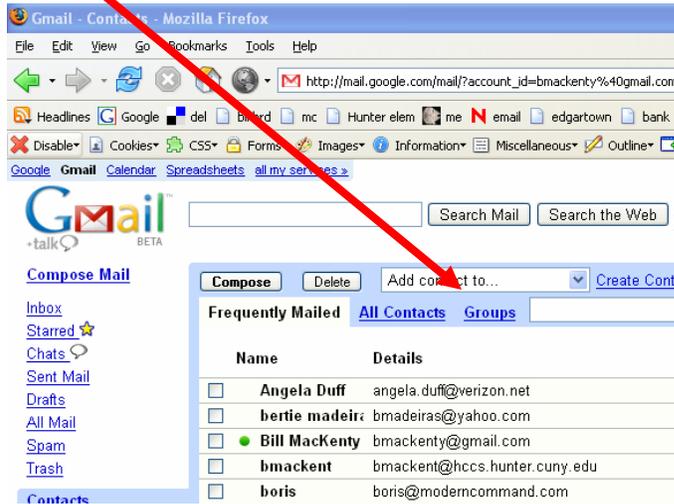
You must have a gmail account. If you don't have one, it's quite easy to set one up.

HOWTO

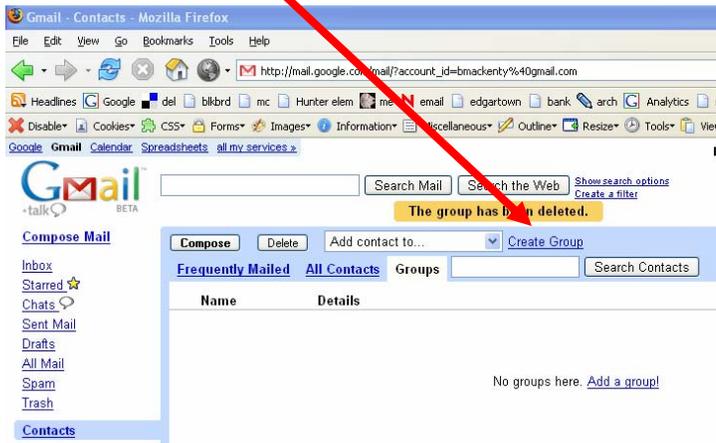
1) click the contact link in your gmail account.



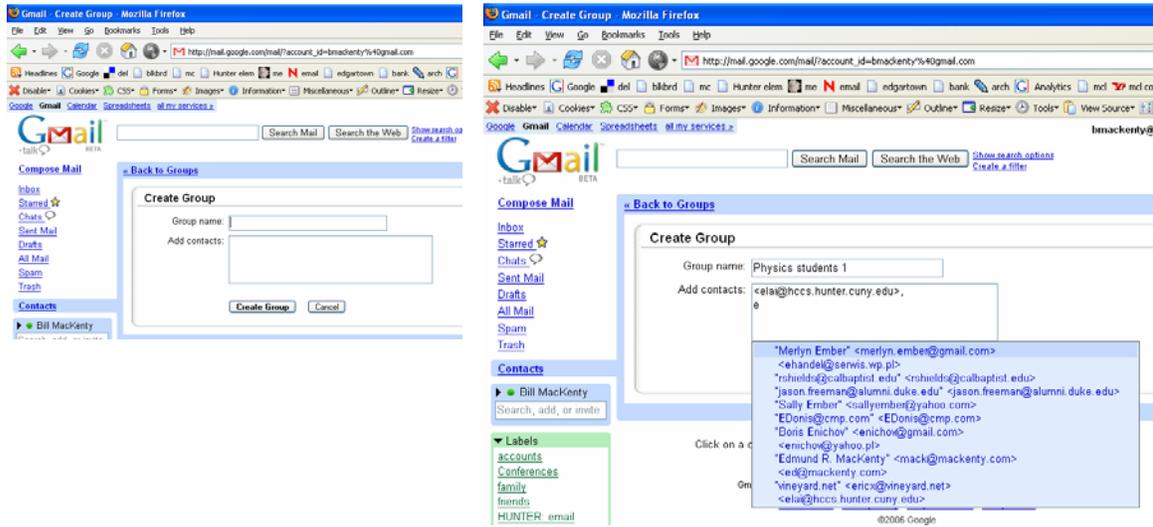
2) Note the groups link. Click it.



3) Click the create group link (or if this is your first group, the add a group link).



4) Create your group name, and type in the addresses on your students. **IF YOUR STUDENTS HAVE SENT YOU AN EMAIL (to your gmail account), THEIR ADDRESSES WILL SHOW UP AUTOMATICALLY AFTER YOU TYPE THE FIRST FEW LETTERS OF THEIR ADDRESS...**



5) To send email to a group, Select the group you want to send the email to, and click the compose button

