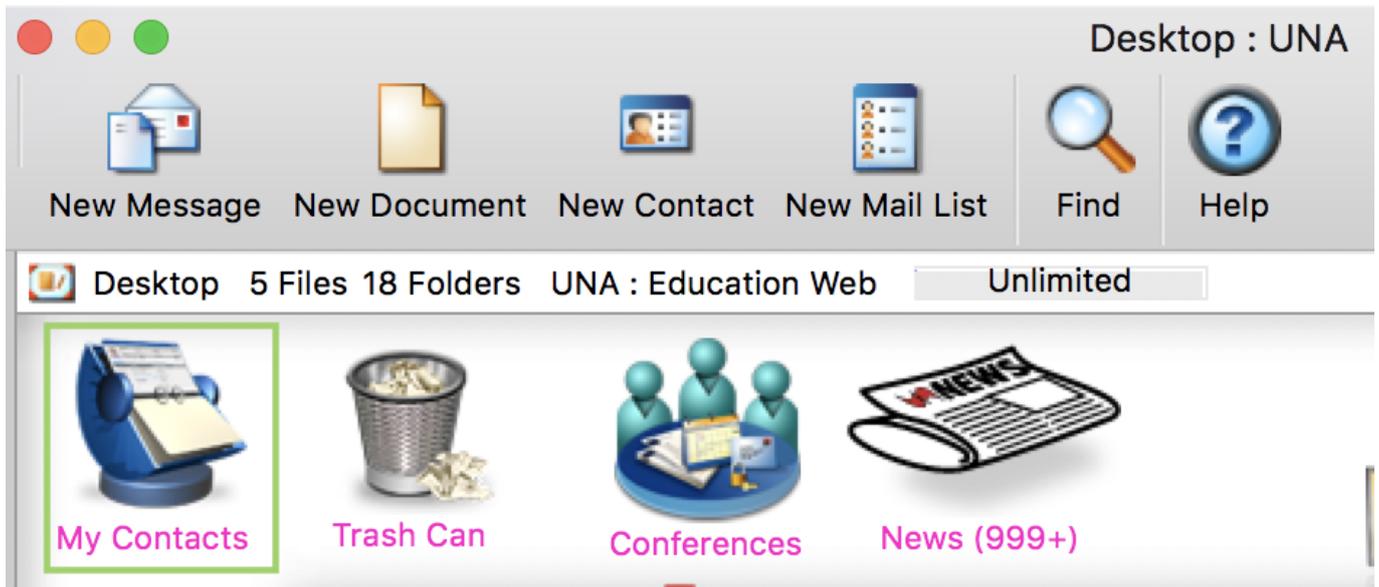
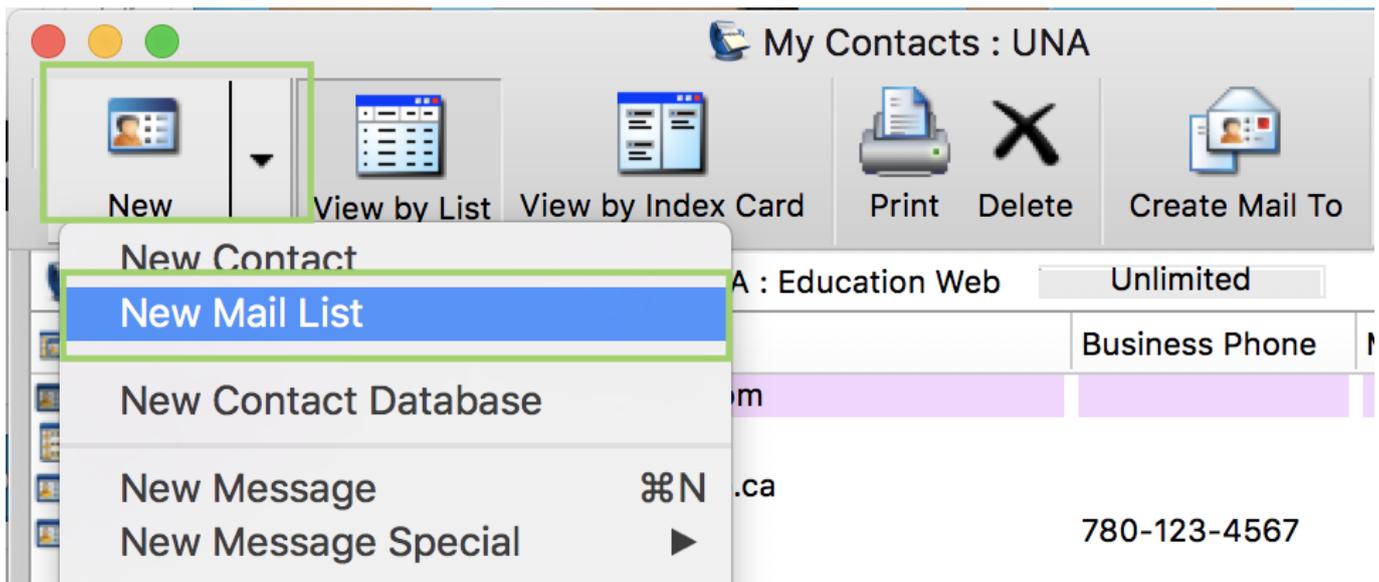


Creating a Mail list in my Contacts:

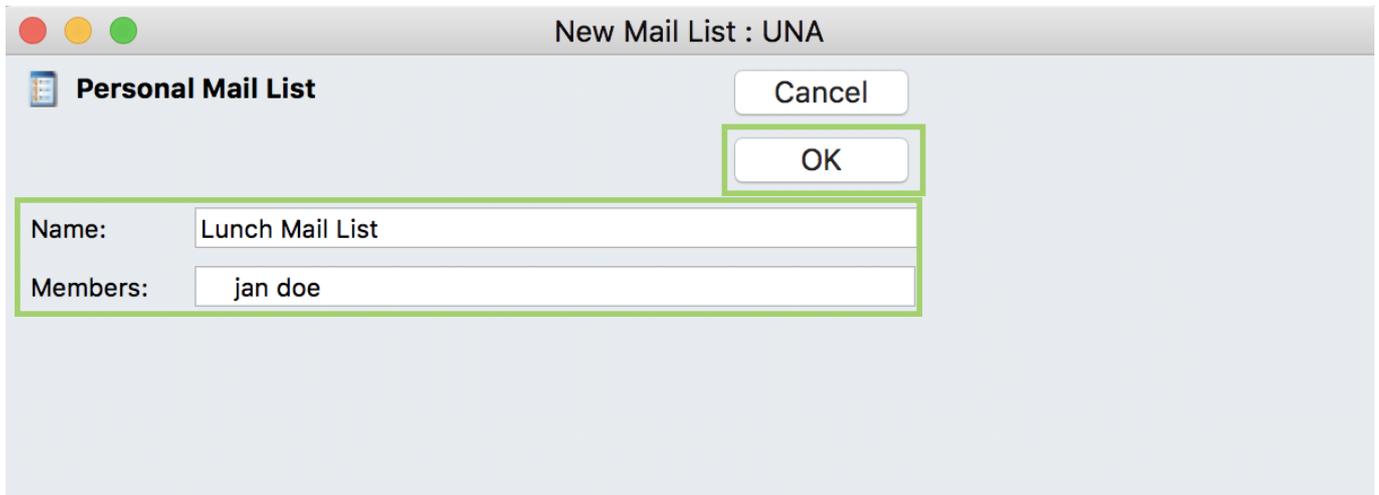
Open **My Contacts** from UNA desktop by **Double** clicking. +



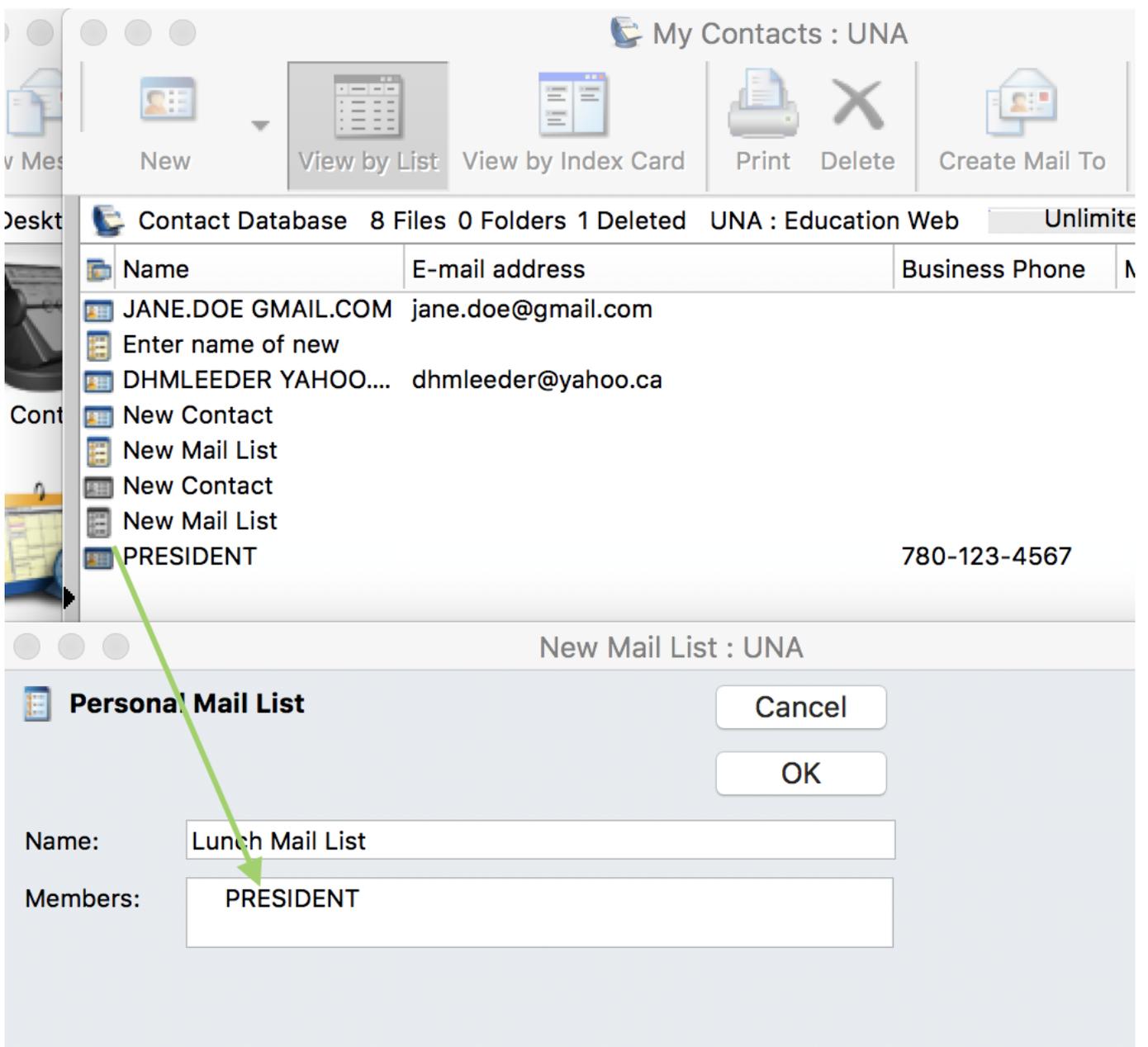
Click on **New** then on **New Mail List** once the My Contacts screen opens.



Name: Enter the name of new List contact. Click **OK**.



To add **Personal Contacts** into a list, click and drag the contact to the **Members** field.



To add members of UNA to a **Mail List** just type their name as you would if emailing them and **Tab** on keyboard to populate their name.

Mail List vs Conference:

Please do not mistake the convenience of the **Mail List** option with the value of using a **Conference**. Mail List feature allows you to do bulk mailing. In this case one message is sent to multiple recipients. The message appears in the **Conference** folder and all members of the group have access to it. Create your message as usual, but use the conference name in the **TO:** field of your message. Some Conference folders open a pre-addressed message when you use the **New Message** button.

When you send a message to a **Mail List**, a message is sent to each person in the list.

Since many Conferences contain pre-addressed stationery as the **New Message** option, be careful to read the address of any message you create. If you have a read item in the **District Conference** but want to respond to just the person that posted the message, you will need to ensure that you correct the address. In this situation, use the **Reply to Sender** option.

Directory vs Contacts Folder:

Two places in FirstClass store email addresses and other information about the individuals who use the UNANet system. The **Directory** is the place where all members of UNANet system are listed. The **Contacts Folder** (or Address Book) is the place to add contact information about people outside the UNANET system. In addition, the **Contacts Folder** is a place to create mailing lists. You can access these two resources using the buttons on the toolbar. Or, the **Directory** option in the **Collaborate** menu. Or, use **Command-L**.

Directory - Addressing a message to someone in UNANet

Shortcut the process by entering part of the intended recipient's name and letting the software enter directly or give you a list of choices. You may also search by entering part of the intended recipient's first name and last name. For example, "**dav clim**" will find only David Climenhaga, but "**da cl**" will find additional names.

Contacts - Using Email for People outside UNANet

You can create shortcuts to address email messages to people who are not part of UNANet. This done using the **Contacts Folder**. Unless you decide to share your contact list, you are the only person able to access the information or add to your **Contacts Folder**. To open the **Contacts Folder**, click the **Contacts Folder** button (or use keyboard shortcut **Command-2**.)