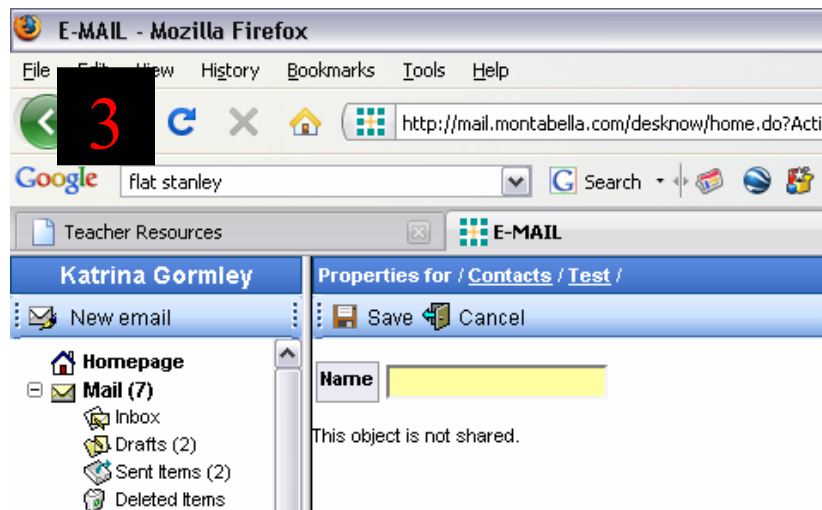
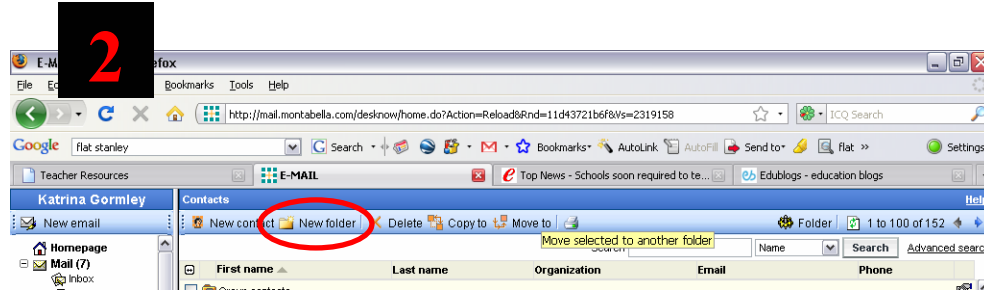
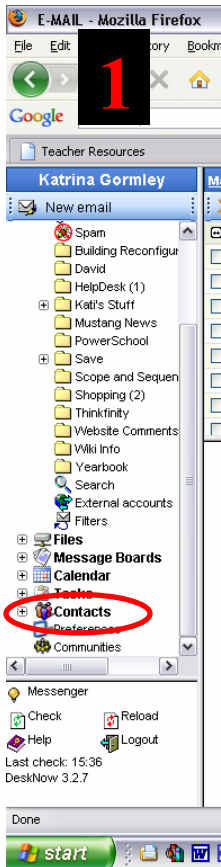


Creating your own email lists in DeskNow

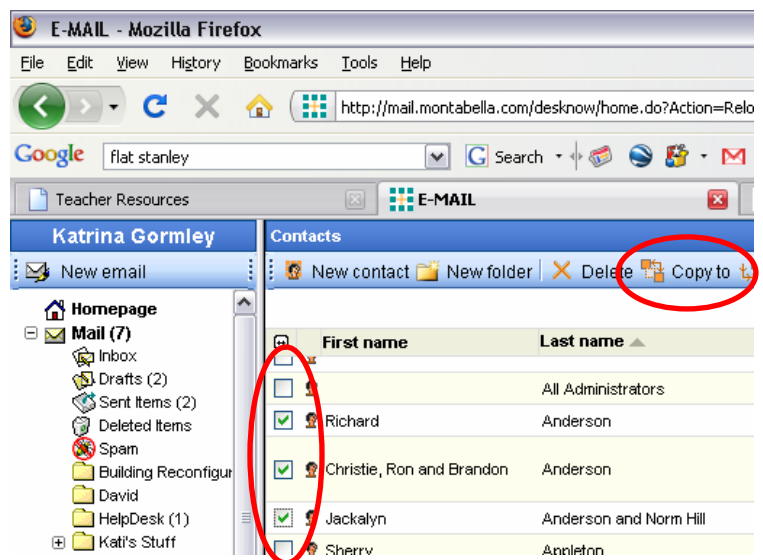
- 1) Click Contacts in the Listing along the left side of your email screen.
- 2) Once in the Contacts folder, click the New Folder button at the top.
- 3) Give your folder a name and save it



After doing this, you can either add a new contact by clicking on the “New Contact” button and filling in the information, or you can copy existing contacts from your address book into this folder.

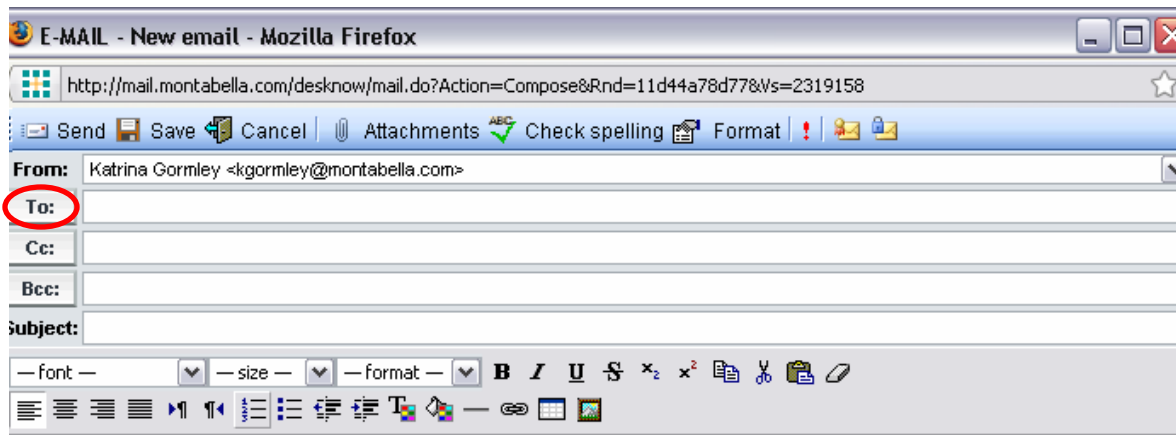
To copy existing contacts into this folder:

- Click on Contacts (Same as Step 1 above)
- Click in the check box to the left of the contacts you want to include in your new folder, then click the Copy to button at the top.
- Choose your folder from the screen that appears.
- Click OK



Now when you want to send an email to all of the people in that group simply click the new email button.

- Click the To button in the new email screen



- Put a checkmark next to your folder (1) and then click the To button (2) to put it in the box.
- Click OK
- Proceed as you normally would

