

How to Create a Group Email



[ANDROID PHONE/ANDROID TABLET](#)

[AOL](#)

[GMAIL/GOOGLE](#)

[IPAD OR IPHONE](#)

[MAC MAIL or APPLE MAIL](#)

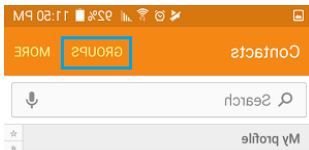
[OUTLOOK/OUTLOOK EXPRESS](#)

[YAHOO](#)

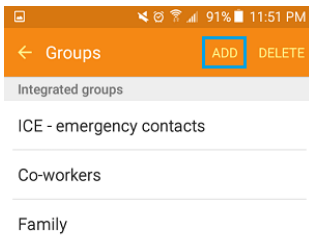
ANDROID PHONE OR ANDROID TABLET

1. YouTube Video: https://www.youtube.com/watch?v=d_RXxFqageU
2. Online: <https://www.techbout.com/send-group-emails-android-phone-17756/>

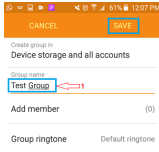
1. Open the **Contacts** app on your Android Phone.
2. Next, tap on the **Groups** tab.



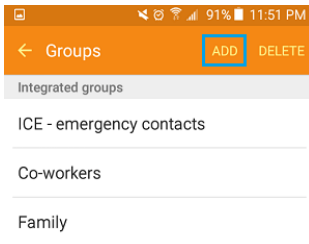
3. On the Groups screen, tap on **ADD** located near the upper-right corner of your screen.



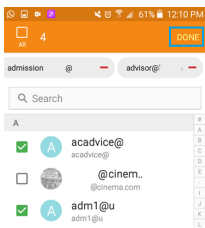
4. On the Next screen, type a **Name** for your Contact Group and then tap on **Save** to save your new Contact Group



5. On the next screen, tap on the **ADD** option, located near the top right corner of your screen.



6. On the next screen, select the **Contacts** that you want to add by tapping on them and tap on **Done** when you are done adding all the Contacts to your Contact Group (See image below).



Once you tap on **Done**, your Contact Group containing the selected Contacts will be saved and you are ready to make use of this Contact Group to send Group Emails or Group Text Messages from your Android Phone.

Create Contact Group Using Gmail

As mentioned above, you can also create a Contact Group in your Gmail Account using a computer and this Contact Group will be available for use on your Android Phone or Tablet.

The added benefit of Creating a Contact Group in your Gmail Account is that you will be able to send Group Emails, both from your Android Phone and also your Laptop or Desktop Computer.

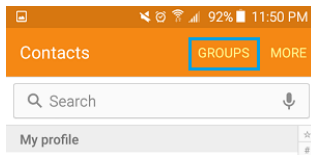
You can take a look at this article for the exact steps to Create a Contact Group in your Gmail Account: [How to Create Contact Groups in Gmail](#)

Send Group Emails From Your Android Phone

Now that your Contact Group is ready, follow the steps below to send a Group Email or a Group Text Message from your Android Phone.

1. Open the **Contacts** app on your Android Phone.

2. Next, tap on the **Groups** tab located at the top right corner of your screen



AOL

1. YouTube Video: https://www.youtube.com/watch?v=bsYs_MXgYnA
2. Online: <https://www.lifewire.com/how-to-create-a-distribution-list-or-group-in-aol-1170984>

1. Select **Mail | Address Book** from the menu in AOL.
2. Now select **Add Group** from the **Group Options** drop-down menu.
3. Type the desired name of your group under **1**.
4. Highlight any contacts already in your AOL address book who you want to be members of the new group under **2**.
5. Click **Add**.
6. Add any further email addresses under **3**, separated by commas.
7. Click **Save**.

GMAIL

See separate video on <https://sclhwatch.org/> under Tutorials

IPAD OR IPHONE

1. YouTube Video: <https://www.youtube.com/watch?v=iYXI170tDxE>
2. Online: <https://www.lifewire.com/set-up-contacts-for-group-mailing-in-ios-mail-1172538>

1. Open the **Contacts** app.
2. Tap **+** to set up a new contact.
3. In the **Last name** or **Company** text box, enter a name for the email group.

Name this contact something with the word "group" in it so that it's easy to spot later.

4. Scroll down to the **Notes** section.
5. Enter every email address you want to add to the group, separated by commas. For example, an email group for people in a company would look like this:

person1@company.com, person8@company.com, boss@company.com

Put a comma and space between each email address. This section should only contain the addresses in the format shown above; don't add any other notes or information.



6. In the **Notes** text box, tap and hold anywhere for a couple of seconds to display the context menu.
7. Tap **Select All** to highlight everything in the **Notes** area, then tap **Copy**.
8. Scroll up and tap **add email**.

Choose a custom label for these email addresses, or keep the default **home** or **work**. To change the label, tap the name of the label that's to the left of the **Email** text box.

9. Tap the **Email** text box, then tap **Paste** to paste all the addresses you just copied.
10. Tap **Done** to save the new email group.

MAC MAIL or APPLE MAIL

1. YouTube Video: <https://www.youtube.com/watch?v=J2S0XoPYrX8>
2. Online directions: <https://support.apple.com/guide/contacts/create-groups-of-contacts-adrb3280fe91/mac>

1. In the Contacts app  on your Mac, click the Add button  near the bottom of the window, choose New Group, then enter a name for the group.

If it wasn't already shown, the [sidebar](#) appears. The area on the right shows "No Cards" until you add contacts to the group.

2. Select All Contacts in the sidebar, then [select the contacts](#) you want to add to the group.

If you use more than one account in Contacts, make sure the contacts you select are in the same account.

3. Drag the contacts to the new group in the sidebar.

If the contacts don't go into the group, check the group—you can't add contacts to a [Smart Group](#).

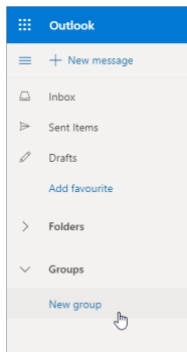
Another way to create a group is to select contacts in the list, then choose File > New Group From Selection.

If you use more than one account in Contacts, and All Contacts is selected in the sidebar when you create a group, the new group is added to the default account (as specified in [Contacts general preferences](#)).

OUTLOOK/OUTLOOK EXPRESS

1. YouTube Video <https://www.youtube.com/watch?v=eegQLpJjQDc>
2. Directions online <https://support.office.com/en-us/article/create-a-group-in-outlook-04d0c9cf-6864-423c-a380-4fa858f27102>

1. Expand the left pane to see the folder list.
2. Under **Groups**, select **New Group**.



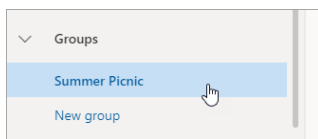
3. Enter a name and description for your group and select **Create**.
4. Enter the names or email addresses of people you want to add to your group.

You can add any email address, including Gmail and Yahoo Mail.

5. When you've entered the names or email addresses of everyone you want to add, select **Add**.

If you're not ready to add people to your group, select **Not now**.

In the left pane, under **Groups**, select the group you want to invite people to join.



YAHOO

1. YouTube Video: <https://www.youtube.com/watch?v=wZ0R0vNXRLk>
2. Online: <https://www.techwalla.com/articles/how-to-create-a-group-email>

Step 1 Open a web browser and log into your Yahoo! Mail account.

Step 2 Click the "Contacts" tab on the top navigation bar. The entire contacts list will be displayed. Each contact entry will have a checkbox in front of the record.

Step 3 Check the checkbox in front of each contact to add to the new group.

Step 4 Click the "Add a Category" link on the top navigation bar above the address book.

Step 5 Type a name for your new group, and click "OK." The Group name will now appear in the left navigation panel. To edit the Group, click on the Group name in the left panel.

Step 6 Click "Compose" to create a new email message.

Step 7 Click the "To:" button. The Contacts list will appear and the Group categories will appear as small blue links at the top.

Step 8 Click the small blue link corresponding to the Group name for your new group.

Step 9 Compose a message, and click "Send." The email is sent to all members of your new group.