

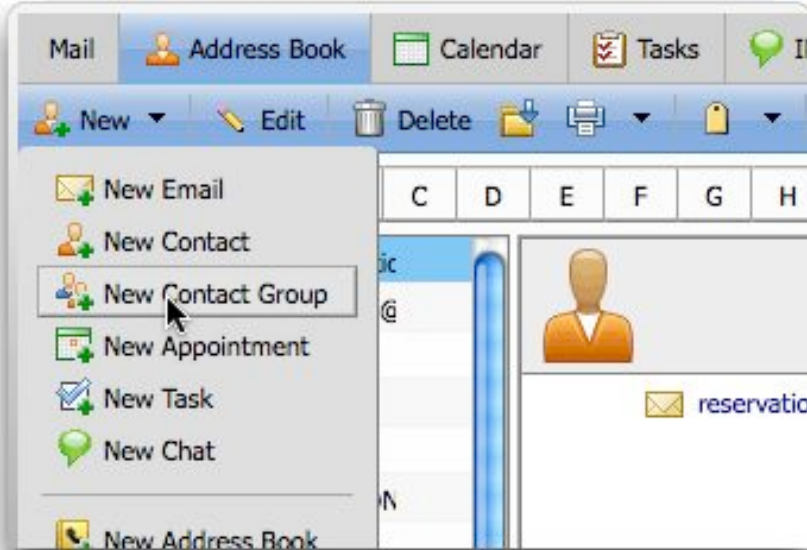
# Drake's Web Calendar

## Address Book: Creating a Group Contact

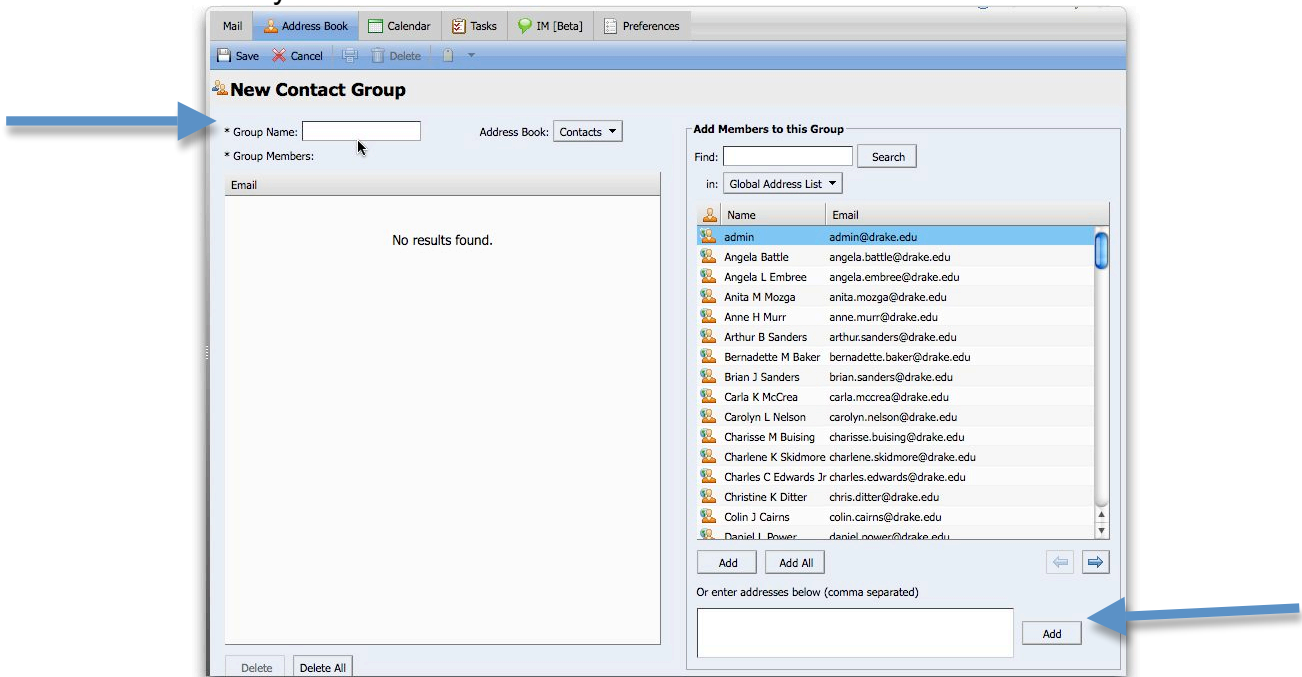
You can create a group contact list in the Address Book. This allows users to email or schedule appointments with a whole group making it easier than adding individuals of the group each time.

To set the group contact up:

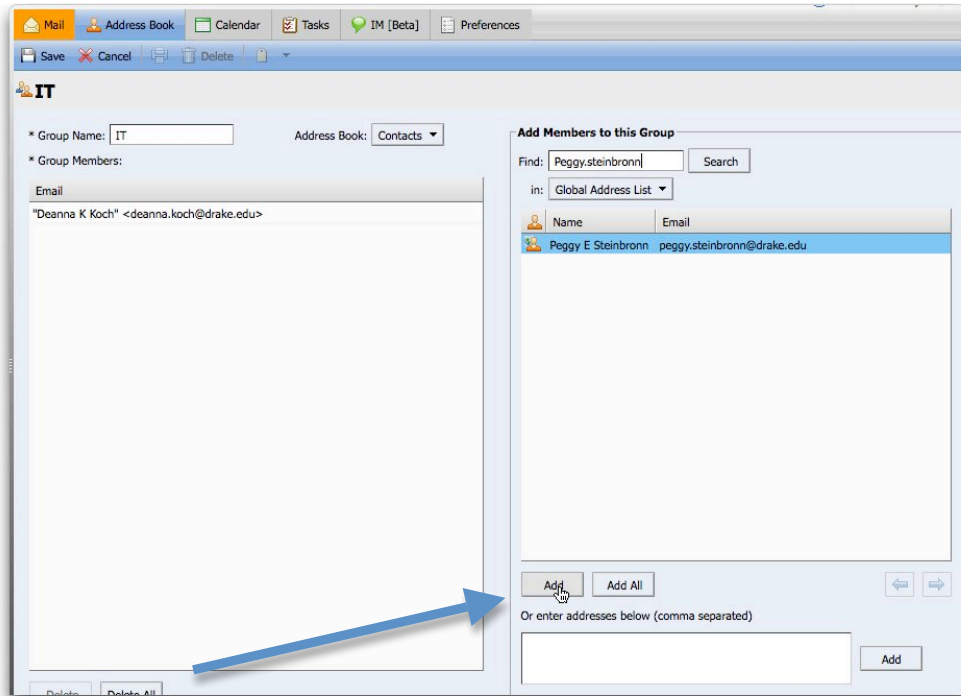
1. Click on the **New** drop down list and choose **New Contact Group**.



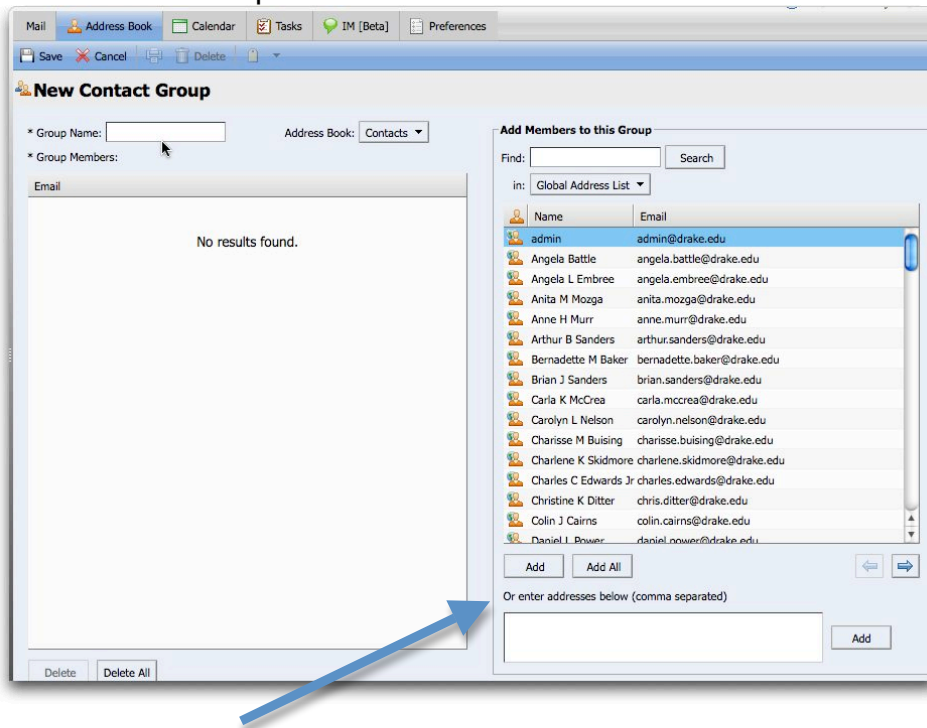
2. Name the group. Make the name something that makes the group easy to identify.



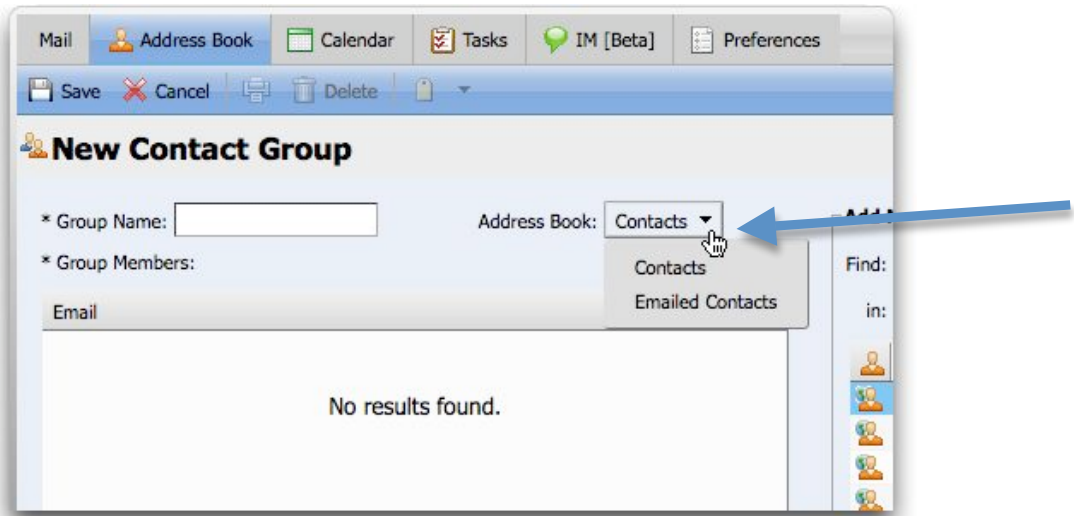
3. Next to **Find**: Type in the name of the person you want to add to the group. When their name appears, click on the **Add** button or just double-click the name. The name should then move to the left pane on your screen.



4. If you need to add contacts that are not part of the Drake community, you can enter their email addresses in the bottom (right side) pane where it says "Or enter addresses below (comma separated)". Then click the **Add** button next to that pane.



5. This new group will automatically be added to your address book called Contacts. If you wish to change that, use the pull down menu next to the Address Book: field across from the Group Name.



6. Click **Save** and you will be ready to use the new Group Contact list.