LACS Basics & Beyond SIG
Internet – email – Beginners

- ➢ **Group Emailing with Gmail**
  - • **Send an email to multiple recipients**
- ➢ **Browsing inside the Human Body**
- ➢

- ➢ **Break, then 2nd Hour**
  - • Beginner / Novice Q & A, Tips
 - • Meeting End Topics

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Kim Stocksdale (Human Body)

vsing

Group Emails with Gmail

➢ **To Create a new contact group:**

- **1.Click Gmail at the top-left corner of your Gmail page, then choose Contacts.**

- **2.Select contacts that you want to add to a group, click the Groups button (Left image), then New Group in drop down menu (Right Image).**

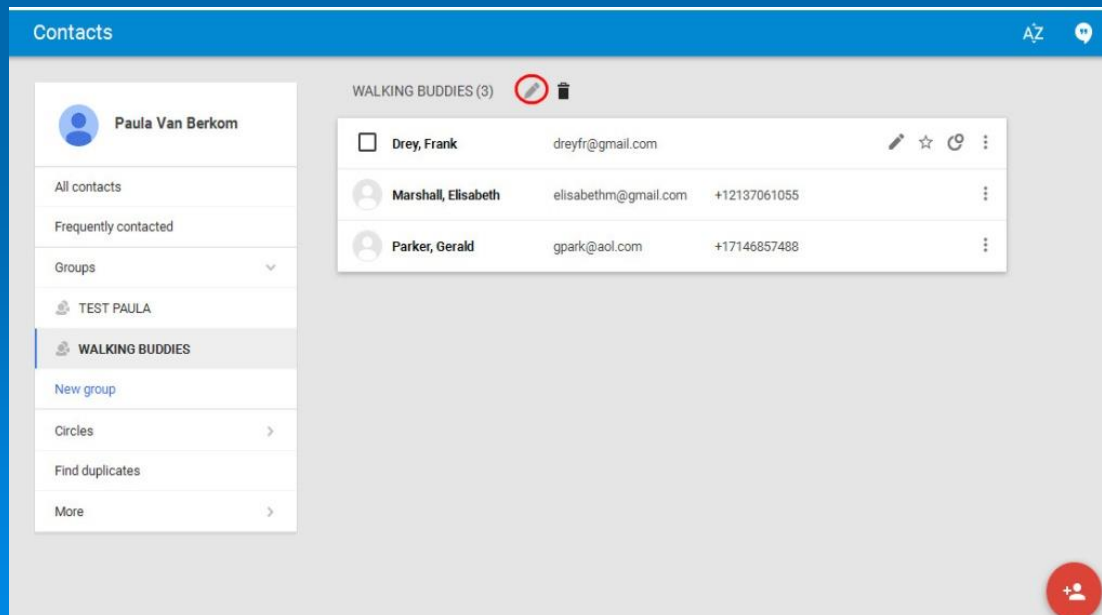- **3.Enter the name of the group.**

- **4.Click OK.**
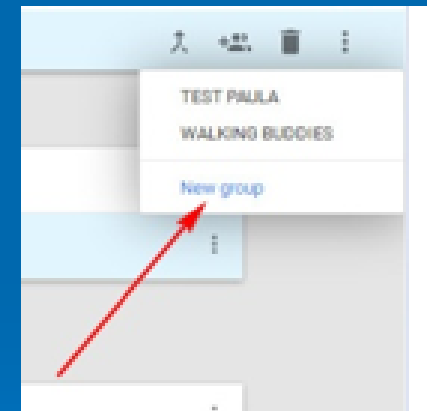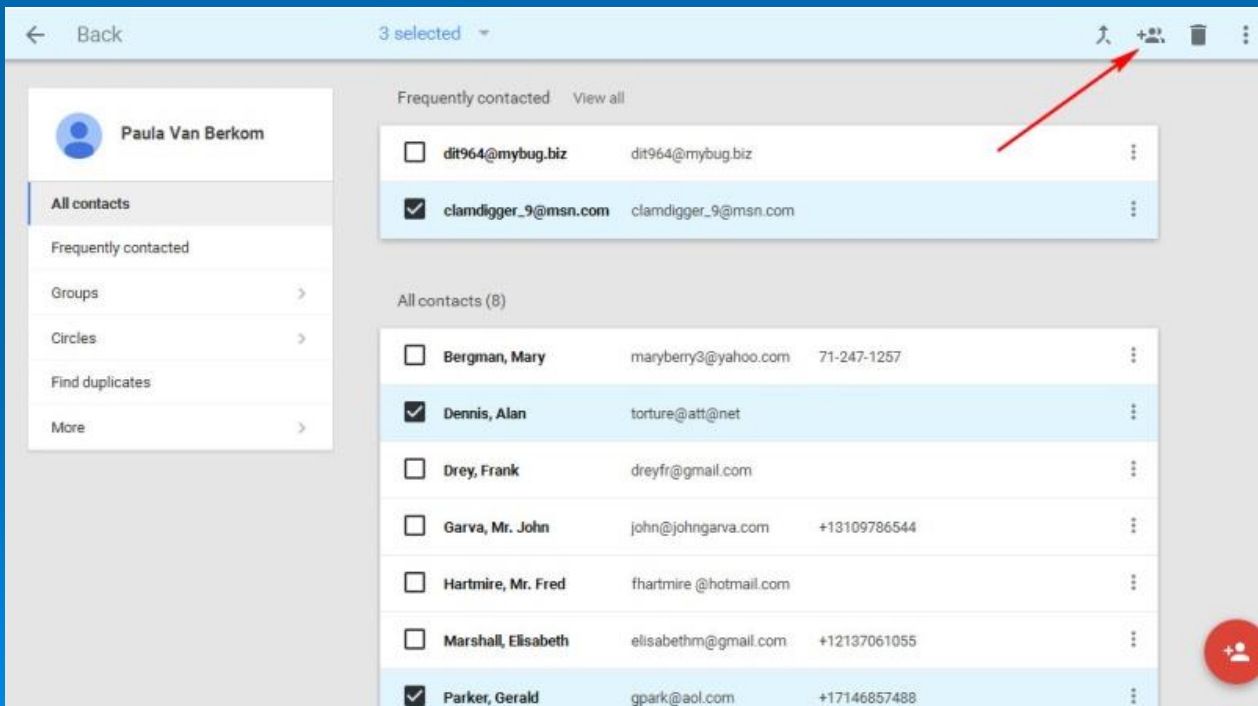
Group Emails with Gmail

➢ **To add contacts to a contact group:**

- 1. **Select the contact(s) in the Contacts list.**
- 2. **Click the Groups button.** **on top right.**
- 3. **Select the group you'd like to add the contact(s) to.**
- 4. **A contact can be in more than one group.**
- 5. **Do the same to delete a contact and deselect the checkbox next to the group.**

Group Emails with Gmail

➢ **To edit the contact group name:**

- **1. Click Gmail at the top-left corner of your Gmail page, then choose Contacts.**

- **2. Select the group you'd like to edit along the left side of the page.**

- **3. Click on the pencil to Rename group or the trashcan to Delete the group.**

- **4. Enter the new name and click OK.**

- **This will delete the group but not the actual contacts themselves. Those will remain in your Contacts list.**

Group Emails with Gmail

➤ **Send email to a contact group:**

➤ **(From the Compose Window)**

- 1. **Click Compose.**
- 2. **Leave the TO" field blank. It will show up at receiver's end as: "undisclosed recipients"**
- 3. **Click on BCC: (or Ctl/Shift/B) , enter the first few letters of the name of the contact group to which you'd like to send the message.**
- 4. **All contacts will show up. Click on "x" to delete one contact if you do not wish it to receive the email.**
- 5. **Compose your message.**
- 6. **When people are replying they will only reply to you. They do not see the other ones.**

Body Browsing

> **www.healthline.com/human-body-maps**

Body Browsing
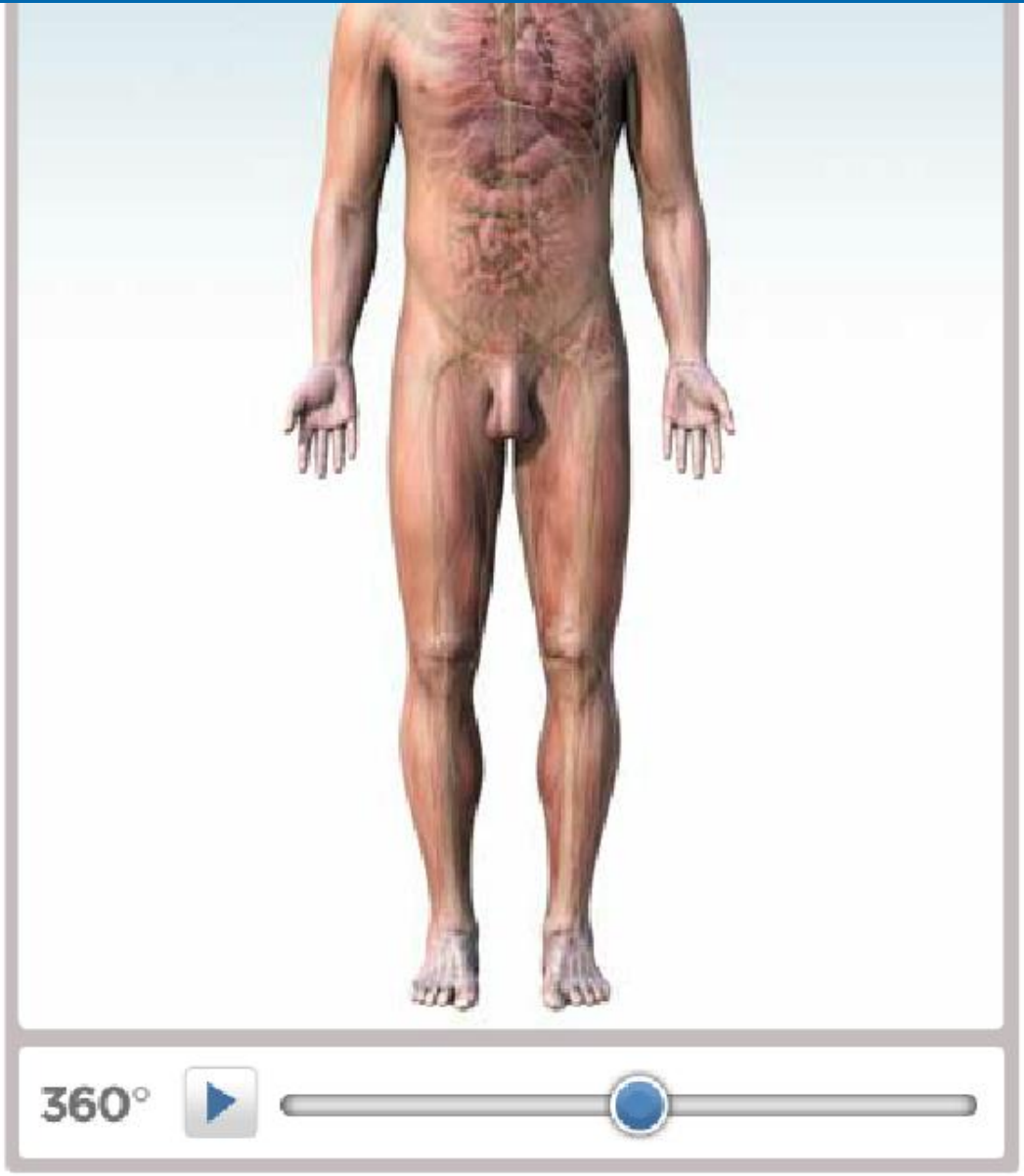
Body Browsing

Respiratory

Digestive

Muscular

Circulatory

Reproductive

Skin

Skeletal

Nervous