

## **Tip – Add a Group to the Eudora Address Book**

Having an email group in your address book is useful when you need to send email to a grouping of people.

To create a new group in an address book, do the following:

1. From the Tools menu, choose Address Book, or press Ctrl + L. Click New.
2. Type the nickname in the Nickname text field on the right side of the window, for example "My buddies." Below in the box: "This nickname will expand to the following addresses," type the complete email address for each person you wish to add to the group. Separate multiple addresses with commas or carriage returns.
3. If you want to put this group on your recipient list, check the Recipient List box. The group's name is bolded in the address book list.
4. Close the Address book window. Click Yes to Save changes in the Address Book.

If you have any questions or need assistance, please contact the Help Desk at 617-495-8411, or via email to [dls@harvard.edu](mailto:dls@harvard.edu).