



## Create a Contact Group in 1Hope

If you have a list of email addresses from KnowHope Plus or a comma-separated list of email addresses you can make a contact group that holds the whole list. Instead of addressing a message to several separate users, you can address a message to a single address using the contact group saved in your 1HOPE contacts.

### Creating the Contact Group

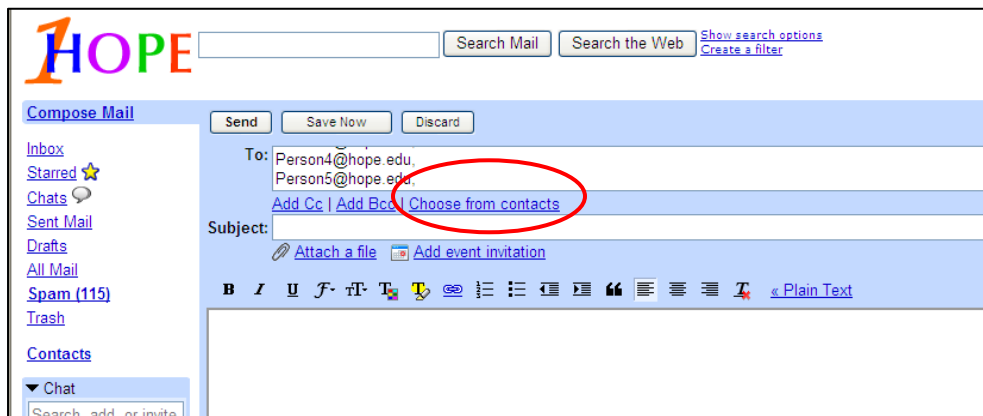
From KnowHope Plus or a comma-separated list of email addresses, select the entire list of email addresses with your mouse. **Do not include any extra lines or spaces to the right or below the last email address when selecting.** Choose **Edit, Copy**. A sample list of comma-separated email addresses follows. @hope.edu and the comma (,) must be included.

Person1@hope.edu,  
Person2@hope.edu,  
Person3@hope.edu,  
Person4@hope.edu,  
Person5@hope.edu,

1. Open 1HOPE and log in.
2. Choose **Compose Mail** to start a new message.
3. Click in the **To:** field. Choose **Edit, Paste** to place the entire list of addresses.
4. In the new version of 1Hope click on the **To:** link. (Click directly on the word **To**)

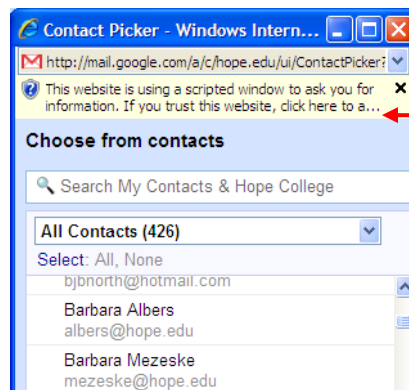
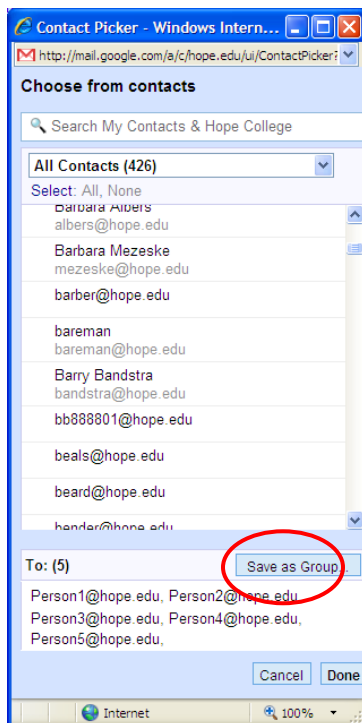
The screenshot shows the 1HOPE web interface. At the top left is the HOPE logo. Below it is a navigation menu with links for Compose Mail, Inbox (2), Starred, Chats, Sent Mail, Drafts (4), All Mail, Spam (447), Trash, Contacts, and Chat. A search bar is located at the top right. The main content area shows a new message being composed. The 'To:' field is highlighted with a red circle and contains the list of email addresses: Person1@hope.edu, Person2@hope.edu, Person3@hope.edu, Person4@hope.edu, Person5@hope.edu. The 'Subject:' field is empty. The interface also includes a 'Send' button, a 'Save Now' button, and a 'Discard' button. The message is autosaved at 10:44 AM (6 minutes ago). The rich text editor at the bottom has various formatting options like Bold, Italic, Underline, Text Color, Background Color, and a 'Plain Text' option.

5. In the older version of 1Hope click on **Choose from Contacts** (located below the To: entry)



6. At the bottom of the new window is the list of emails for the group and to the right is "Save as Group". Click **Save as Group**.

7. If there is no response to clicking on "saves as group", look for a message at the top of the screen. Click on the message and choose **Temporarily allow scripted windows**.



8. A small window will appear in the upper left corner asking for the group name. Type in a group name and click **OK**. Click **Done** from the contact window (lower right). The group name may not appear right away.
9. **Important:** Leaving the list of addresses in the To: field will allow people who receive this message to see the email address of everyone in the list. Do not leave the addresses here. Putting the list in the Bcc: field instead of the To: field will prevent others from seeing the complete list.

