

# Contact Groups & Mailing Lists in CQUni Mail for Students

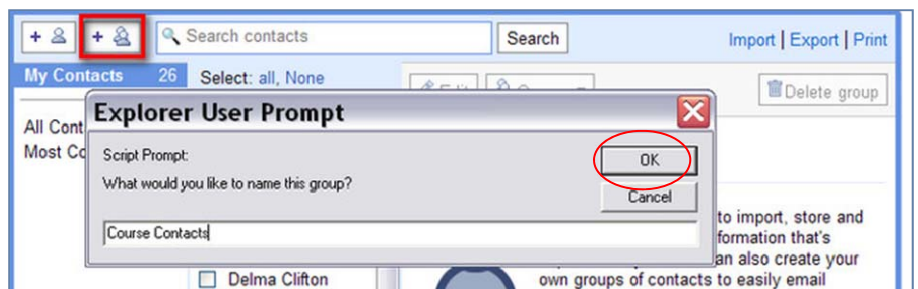
## About Contact Groups

Students can use contact groups to organise their contacts and as personal mailing lists. The mailing lists can be used to send email messages or meeting invitations to groups of people students contact frequently, without having to enter each of their email addresses individually.

## Create a Contact Group

1. In the CQUni Mail Inbox, select the **"Contacts"** label. The Contacts Manager will open.

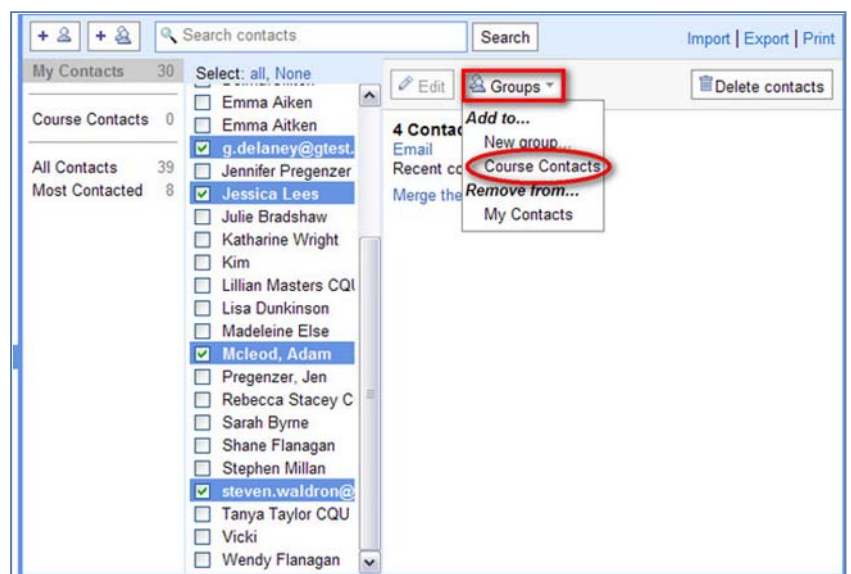
2. Click the **"New Group"** icon in the upper-left corner of the Contacts Manager.



3. Enter the name of the group and click **"OK"**.

The new group name will appear under the **My Contacts** section in the contacts manager.

4. Open **My Contacts**, and then select the contacts you want to add to the group.

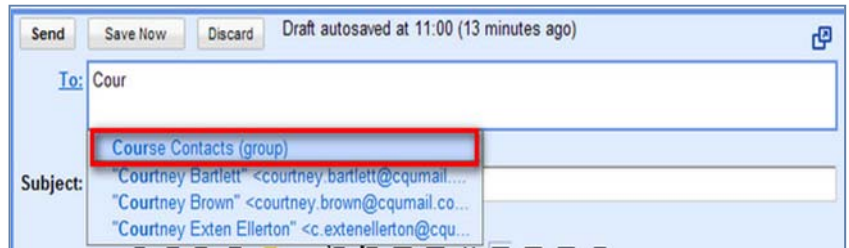


5. Open the **Groups** drop-down list at the top of the pane on the right and select the group to which you want to add the contacts.

## Contact Groups & Mailing Lists for Students (continued)

### Use a Contact Group as a Mailing List

1. To send an email to a Contact Group click "**Compose Mail**" located in the left column

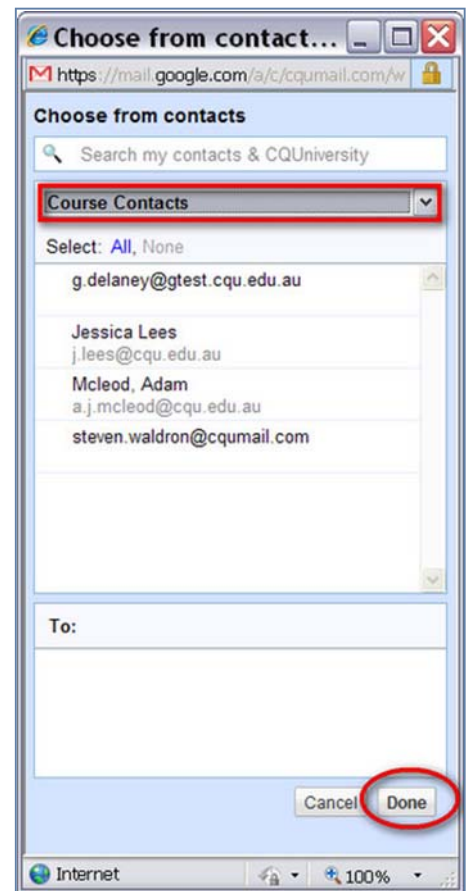


2. In the **To:** field start typing the name of your group.

Alternatively, click on "**To:**" to bring up the Contacts Picker.

From the drop down box select the name of the group.

Select "**All**" or individual group members by clicking on them to list them in the **To:** field.



### Need Assistance using your Contacts?

Students can contact the **ITD Service Centre** if they need any assistance using the Contact Manager.

Phone: 1300 666 620

Email: [servicedesk@cqu.edu.au](mailto:servicedesk@cqu.edu.au)

Internal Extension: 9233

Online Request: <http://itservicedesk.cqu.edu.au>

International: 61 7 4930 9233

Website: <http://cqunitech.cqu.edu.au>