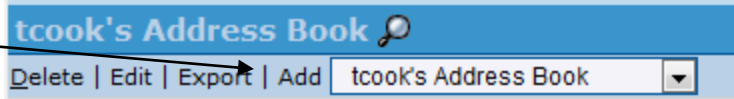


To Create Groups in Horde Email

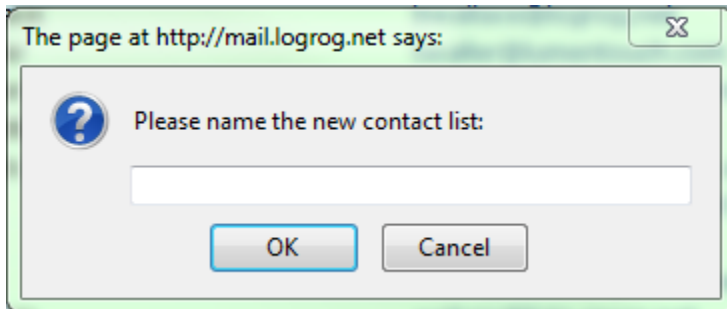
Go to “Organizing” on the left side of your screen, select Address Book.

Click the radio button of the first person you want in the group.

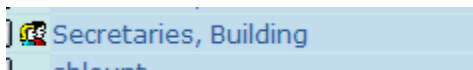
Click on your address book, click Add.



A window will come up asking the name of the group you want to create.



Once the group is created, click on the radio button of the remaining people you want to add and click the drop down to the appropriate group, click add. Once your group is created you can locate it in the “Browse” area. By clicking on the group name you can see all who are included in the group.



<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name	Δ Last Name	Δ Email	Δ First Name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	cgomez		cgomez@logrog.net	cgomez
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Foreman, Pam	Foreman	pforeman@logrog.net	Pam
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hedgpeth, Sandey	Hedgpeth	shedgpeth@logrog.net	Sandey
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hernandez, Denise	Hernandez	dhernandez@logrog.net	Denise
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hogue, Anna	Hogue	ahogue@logrog.net	Anna
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lawson, Shellie	Lawson	slawson@logrog.net	Shellie
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mathenia, Becky	Mathenia	bmathenia@logrog.net	Becky
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Race, Lisa	Race	lrace@logrog.net	Lisa
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Riley, Angela	Riley	ariley@logrog.net	Angela
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stiles, Jennifer	Stiles	jstiles@logrog.net	Jennifer
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stuart, Payge	Stuart	pstuart@logrog.net	Payge
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Williams, Sarah	Williams	swilliams@logrog.net	Sarah