SYSTEMS TechTip NO.8
Pegasus Mail - Sending A message to Several People

There a number of ways of doing this:-

1. *Using the* **To***: field*

- Click on the **Send mail** button
- Put at least two addresses in the To: field and separate them by a comma
- Send the message.

2. *Using the* **Cc:** *field*

- click on the **Send mail** button
- Address the message to one person
- Type the names you wish the message to be copied to in the Cc: field.
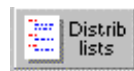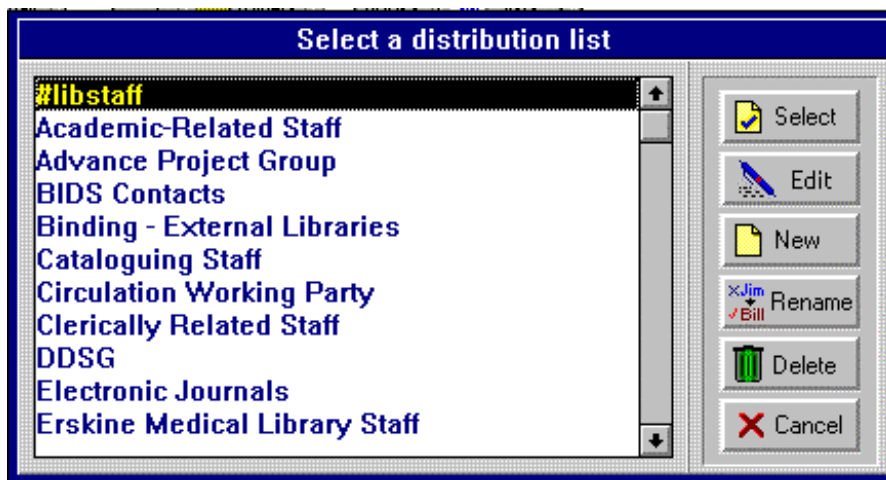- Send the message

Create a Distribution List

If you are planning to send messages to several people on a regular basis it may be easier to put their addresses on one mailing list i.e. a Distribution List.
To do this:-

- click on the **Distribution lists** button

     The following dialogue box should appear:-

- Click on **New**

- Give your list a name in the dialogue box and click **OK**
  Your list name should now appear in alphabetical order in the dialogue box shown above.

- Select your new list by highlighting it and then click on the **Edit** button to add addresses to the list.

- Put a useful name in the To: field. This is the name that people on the list will see when your send a message to the list.
  (If you don't give a name the full list of addresses will be copied to the To: field.)

- Type in the email names that are to be in the list in the bottom half of the window (only one per line)
   Click on save.

Note: You will only be able to edit the Distribution Lists that you have created, these will be black in colour when displayed.