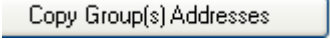
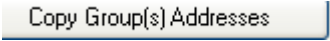


Mail to MARS Groups

Copy Group(s) Addresses from Windows Explorer DM Extension

1. Select from the “Options” main menu the option “Mail to MARS Groups”.
2. Select all the Groups of which you want to copy the email addresses of their members by selecting the corresponding check boxes in front of them (you can use the Search field on the top of the window in order to filter the list of available Groups).
3. Click the “Copy Group(s) Addresses”  button and then close the window.
4. Open a new email window and select the Paste option in the recipients field (To, Cc).
5. The full names of all the members of the Groups that have been previously selected (Step 3) will be pasted as a string.

Copy Group(s) Addresses from Microsoft Outlook

1. Select from the “MARS” main menu the option “Mail to MARS Groups”.
2. Select all the Groups of which you want to copy the email addresses of their members by selecting the corresponding check boxes in front of them (you can use the Search field on the top of the window in order to filter the list of available Groups).
3. Click the “Copy Group(s) Addresses”  button and then close the window.
4. Open a new email window and select the Paste option in the recipients field (To, Cc).
5. The full names of all the members of the Groups that have been previously selected (Step 3) will be pasted as a string.