In order to set up an email distribution list/alias/group to send emails, you need to add the email address to your gmail account.

- Follow these steps below to add an email address to your account.

- Next when All Settings are displayed, do the following;

- Next you will get a pop-up window where you enter the name you want displayed for the account, as well as the email address.

- Once you fill that out, you will receive an email to that email address to confirm the request.

- Once this is completed - you should see a "drop-down" menu whenever you compose an email.

<u>DONE!!!</u>