Creating Contact Groups for Mass Mailing

To make mass mailings more efficient you can create Contact groups in JagMail whether you are using web interface or Outlook client. You can have up to 500 members in a single Contact group if you use web interface of your JagMail. The following directions are for the web interface.

Creating a new Contact group

To create a Contact group:

1. Click the Mail drop-down arrow under the JagMail logo at the top-left corner of your email page, and then choose Contacts.
2. Click New Group... option in the left panel of the Contacts window.
3. Enter the name of the group.
4. Click OK. The group’s name will appear in the left panel of the Contacts window.
5. Now it’s time to add members to the group. Select the group, click Add to button and start typing the name of your contact. If the contact already exists in your Contacts list, the program will autocomplete the name and email address. So you select the name and click Add. If it is a new contact, then you have to type the name and complete email address of the person and then click Add.

6. To send an email to the contact group, select all contacts using the Selection button or check the boxes next to the names of those in the group who should receive your email. Then click the Email button , compose your message and click Send.

You can easily update your Contact group by adding or removing the contact names. The current number of the contacts in each Contact group is showing in the parentheses next to the name of the group in the left panel. Note that removing a contact name from a Contact group does not remove it from your Contacts list.

You can find management options such as Delete contact, Rename group, Delete group, Import, Export, Print, and Manage delegation settings under the More button.
NOTE: Whenever you need to send a mass email using a Contact group, always start in the Mail view and follow one of the two paths specified below. Starting the Contacts App and trying to send an email to more than 30 people from the Contacts App window will result in Error 414.

Way # 1.

1. Click the Mail button drop-down arrow under the JagMail logo at the top-left corner of your email page, and then choose Contacts.
2. Select the Contact Group in the left panel of the Contacts window.
3. Using the Selection button, select all members by clicking All or select just some by clicking the checkboxes next to the group members’ names.
4. Click the Email icon and a new email window will open with all the emails entered in the To field.
5. Compose your email and click Send.
6. Return to the Mail view by selecting Mail on the drop-down menu of the Contacts button under the JagMail logo.

Way # 2.

1. Start your new message by clicking Compose button in the Mail view.
2. Click the To label next to the Addressee’s field. A small floating window with the Contacts view will open on top of your message window.
3. Click the drop-down arrow at the end of My Contacts field and pick up the Contact group you need.
4. Select all members by clicking All or select just some by clicking the names on the list. Green check marks will appear next to them and they will be entered in the To: field at the bottom of the window.
5. Click Done.
6. Compose and send your email.