

Create and Maintain a Mailing List in Thunderbird

A group of email addresses is called a Mailing List.

Create a New Mailing List

Follow these steps to create a (Group) Mailing List in Thunderbird

1. In Thunderbird open the Address Book



- 2. Select (highlight) the Personal Address folder
- 3. Click the New List icon





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A new window will open.



4. Type a descriptive name for the new list in the *List Name* box.

Completing the rest of the boxes in the top section are optional.

- Tab down to the bottom section of the Window and add email address in these boxes.
- 6. Click OK when the list is complete.





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Add email addresses to a Mailing List

Follow these steps to add email addresses to a (Group) Mailing List

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