

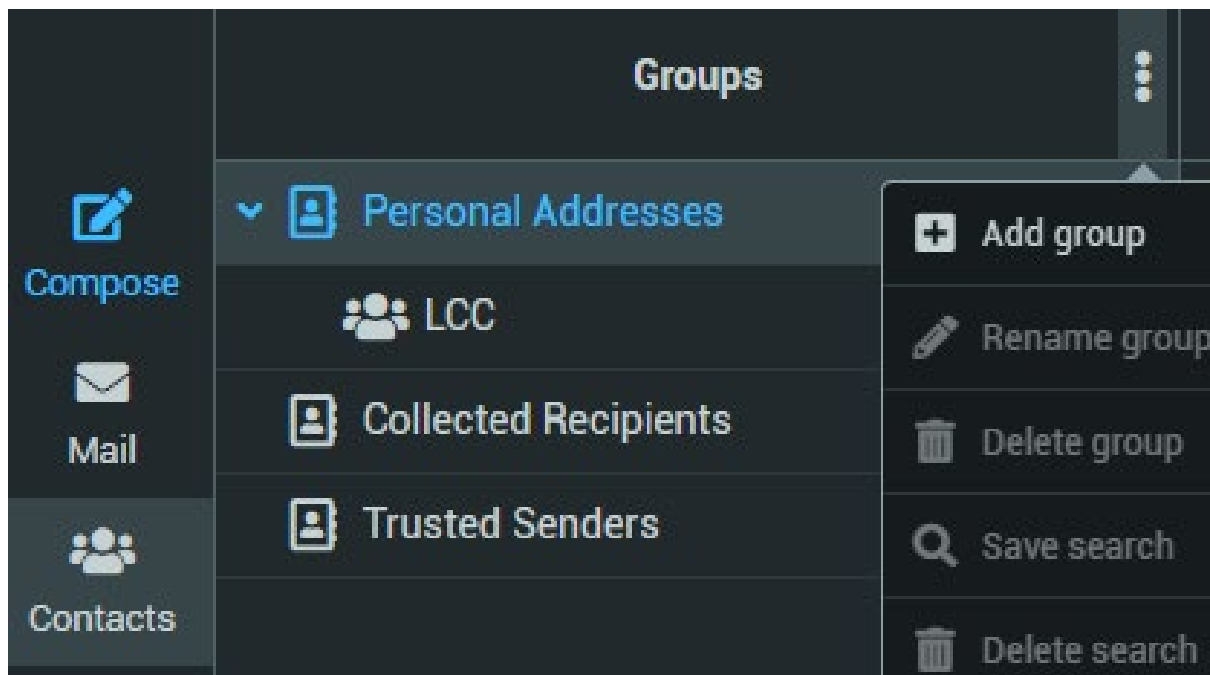
To Add a Group (Distribution List) to 2oi Webmail

Step 1

- Login to your webmail account at: <https://webmail.visionict.host>

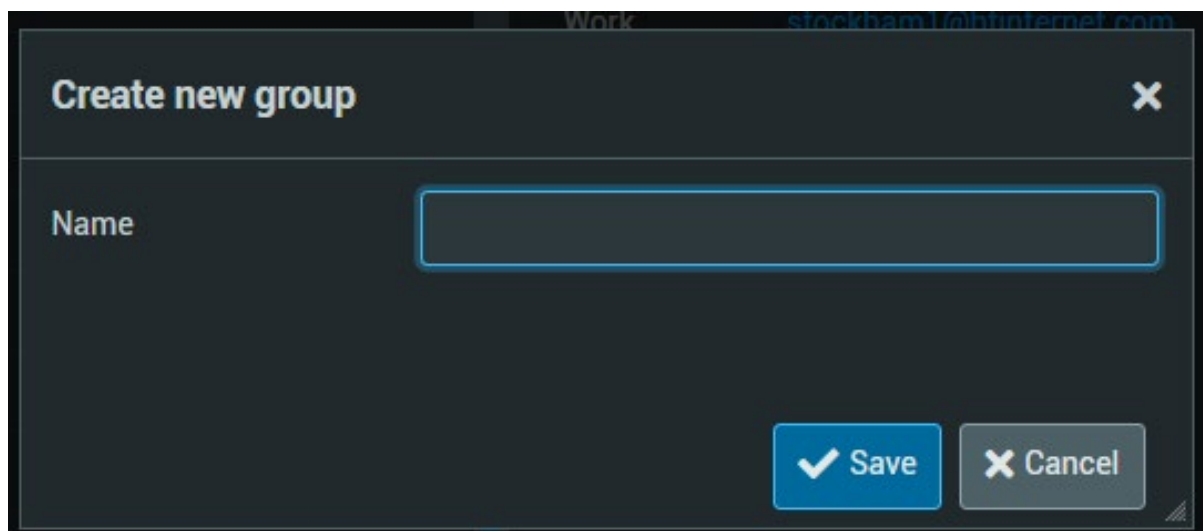
Step 2

- Click on Contacts and then on the three vertical dots next to the Groups heading and choose **Add Group**



Step 3

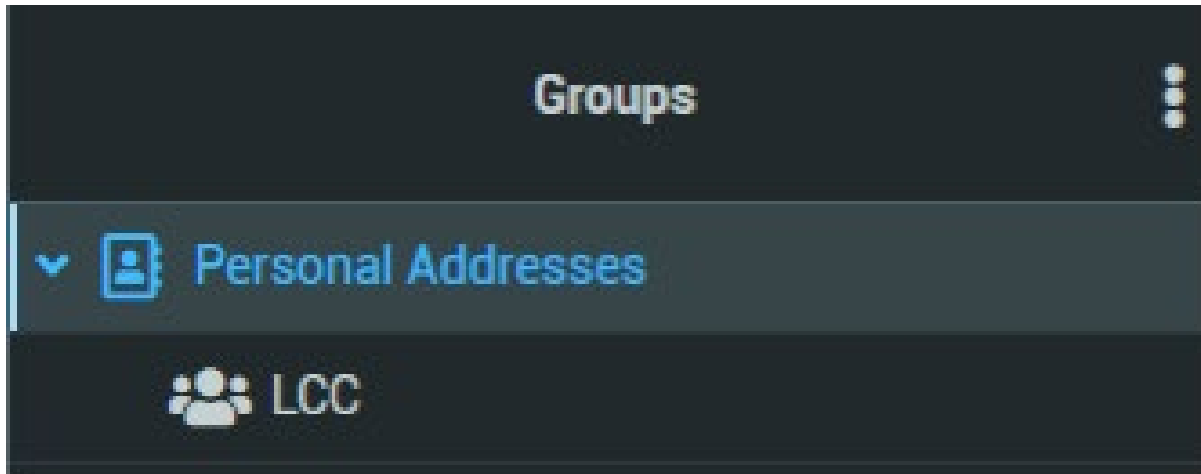
- Create the New Group Name in the next box and click Save.



To Add a Group (Distribution List) to 2oi Webmail

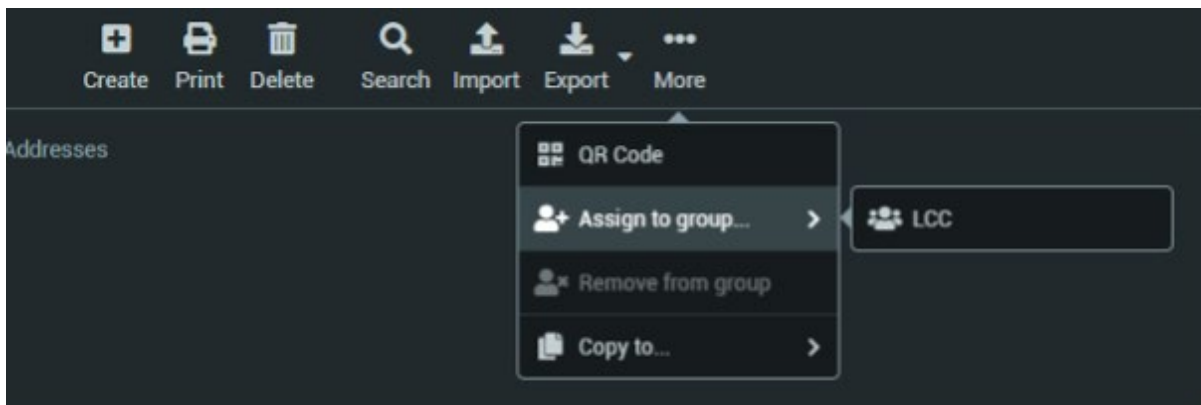
Step 4

- The new Group will now appear under Personal Addresses



Step 5

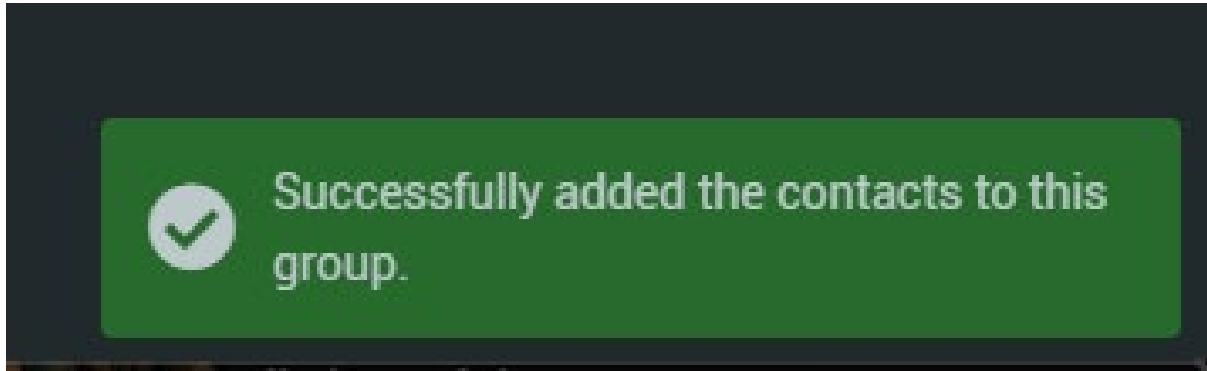
- Look through your address list and click on the person you wish to add to the group. Their details will come up on the right. Click on More on the tool bar and choose Assign to Group and then the group name.



To Add a Group (Distribution List) to 2oi Webmail

Step 6

- Once done you will get an acknowledgement in the bottom right corner



Repeat the process in Step 5 for each address you wish to add to the group. To check the members, just click on the group name under Personal Addresses.