**Talk Talk / Tiscali Creating groups**

To add a group:

1. Right click the mail message that has the sender and/or recipients that you want to use to create a group.
2. Click Add sender to contacts then add contacts to your contacts list.
3. Click on the contacts link to navigate to Contacts then click on Add Group.
4. Specify a name for the group.
5. Select the contacts that you want to add to the group.
6. Click Save when finished.

**BT / Yahoo Creating Contact Lists**

To create a new list:

1. Go to BT Yahoo Contacts. (If you are in BT Yahoo Mail, click on the Contacts tab above your inbox.)
2. Click on the New List button above the lists.
3. Type a name you'd like for your new list.
4. Click the OK button.
5. You can then create new contacts and assign them to a list, or copy contacts from the "All Contacts" section to your new list.

Please Note: List names cannot exceed 15 characters.

**Create a Mailing List with Windows Live Hotmail**

To set up a group of recipients in Windows Live Hotmail:

1. Select Contact list from Windows Live Hotmail's left-hand navigation bar.
2. Now select Manage categories under Categories in the left-hand navigation bar.
3. Click New.
4. Type the desired group name under Name: This name acts as a nickname when addressing messages.
5. The nickname must be unique in your address book (a group cannot have the same name as another group or another address book entry's nickname).
6. Press Enter.
7. Type email addressees or existing address book contacts' names under Members: to add them.
8. Click Save.

** Create a Group in Gmail**

1. Select Contacts from the Gmail drop down list (top left)
2. Select New Group from the menu below
3. Give the group a name
4. Tick contacts to add
5. Click the groups icon
6. Add them to the correct group