



Online Mailing Application – Interest Groups

Log in to your OMA account by going to <http://oma.laser-red.com>
(To help you find this again, save in Favourites)

Once logged in, use the left **"Menu"** link **"Mailing Groups"** to open the list of mailing groups in your account.

NOTE: Before you can add an Interest Group, you must add or have a Mailing Group!

How to... Add Interest Groups

1. To add a new interest group, click the **"Interests"** link at the right of the mailing group which you want to add the interest group to (e.g. *Mailing Group=Motor Vehicles, Interest Group=Motorcycles*).
2. A new blank page or a list of previously added interest groups will open.
3. Click the **"Add"** link at the top of the page.
4. A new page with an empty content field will appear.
5. Enter the **"Name"** of the interest group. (e.g. *Motorcycles*)
6. Click the **"Submit"** button at the bottom of the page to complete the form.
7. To Cancel the Addition form, click the **"List"** link at the top of the page.
8. You should now be back in the Lists of interest groups.

How to... Edit Interest Groups

1. From the list you can edit the interest groups name by clicking **"Edit"** on the right of the interest group you want to edit.
2. A new page with a content field will open; change the text in the box.
3. Click the **"Submit"** button at the bottom of the page to complete the form.
4. To Cancel the Edit form, click the **"List"** link at the top of the page.
5. You should now be back in the Lists of interest groups.

How to... Delete Interest Groups

1. You can delete the mailing groups by clicking the **"Delete"** link on the right of the mailing group you want to delete.
2. A **"Confirm Delete"** message will appear, with the name of the mailing group and a **"Submit"** button.
3. Click the **"Submit"** button to confirm you want to delete the mailing group.
4. To Cancel the Delete, click the **"List"** link at the top of the page.