



Online Mailing Application – Mailing 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.

How to... Add Mailing Groups

1. To add a new mailing group, click the **"Add"** link at the top of the list of mailing groups.
2. A new page with a content field will open.
3. Enter the **"Name"** of the mailing group. (e.g. *Motor Vehicles*)
4. Click the **"Submit"** button at the bottom of the page to complete the form.
5. To Cancel the Addition form, click the **"List"** link at the top of the page.
6. You should now be back in the Lists of mailing groups.

How to... Edit Mailing Groups

1. From the list you can edit the mailing groups name by clicking **"Edit"** on the right of the mailing 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 mailing groups.

How to... Delete Mailing 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.