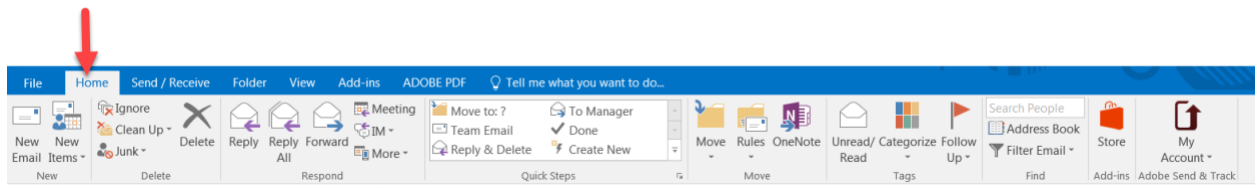


How To create Contact Groups in Outlook

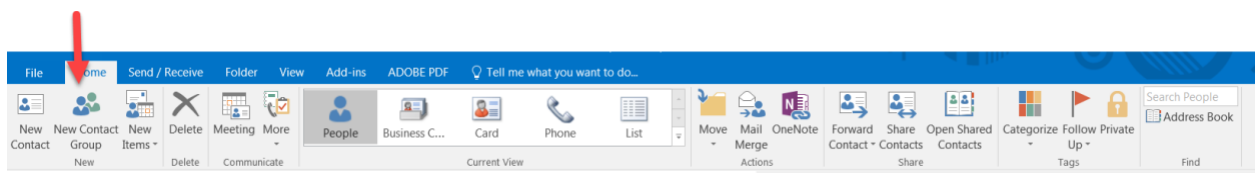
Click Home



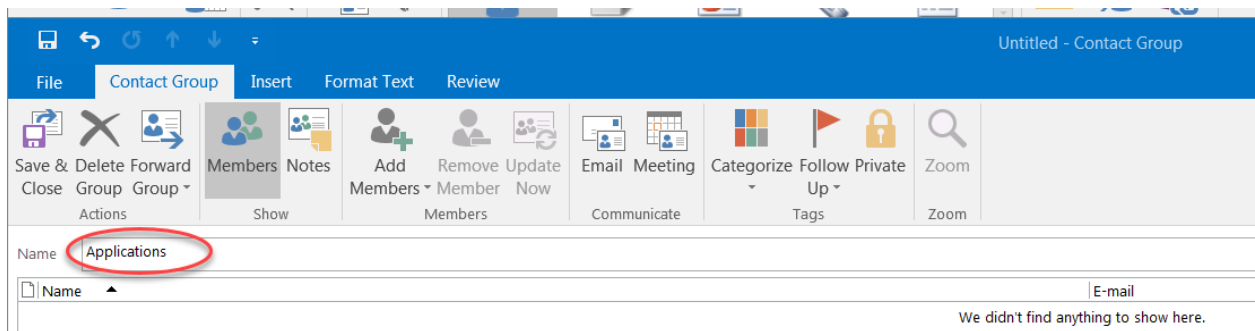
Click on the contacts tabs on the bottom of the left navigation pane



Click on New Contact Group

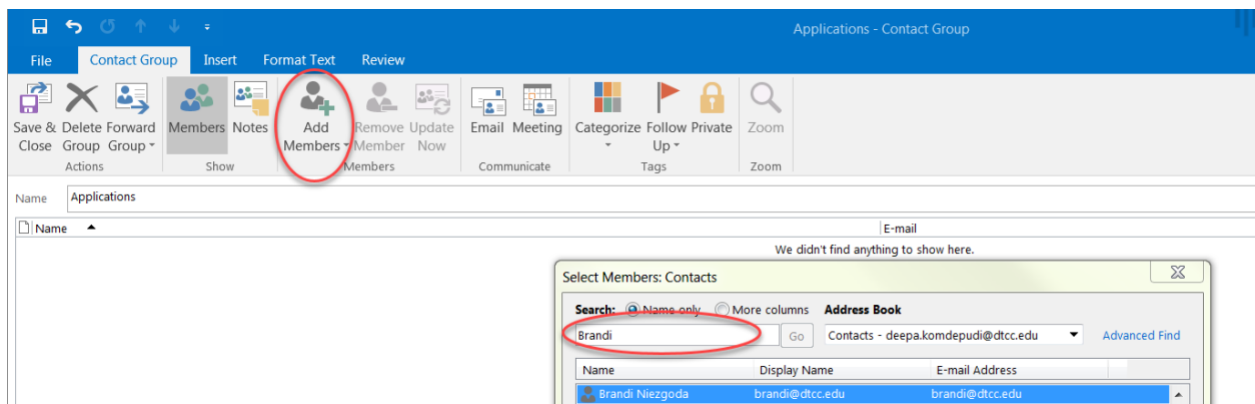


Click on the Text box next to Name. Name your contact group



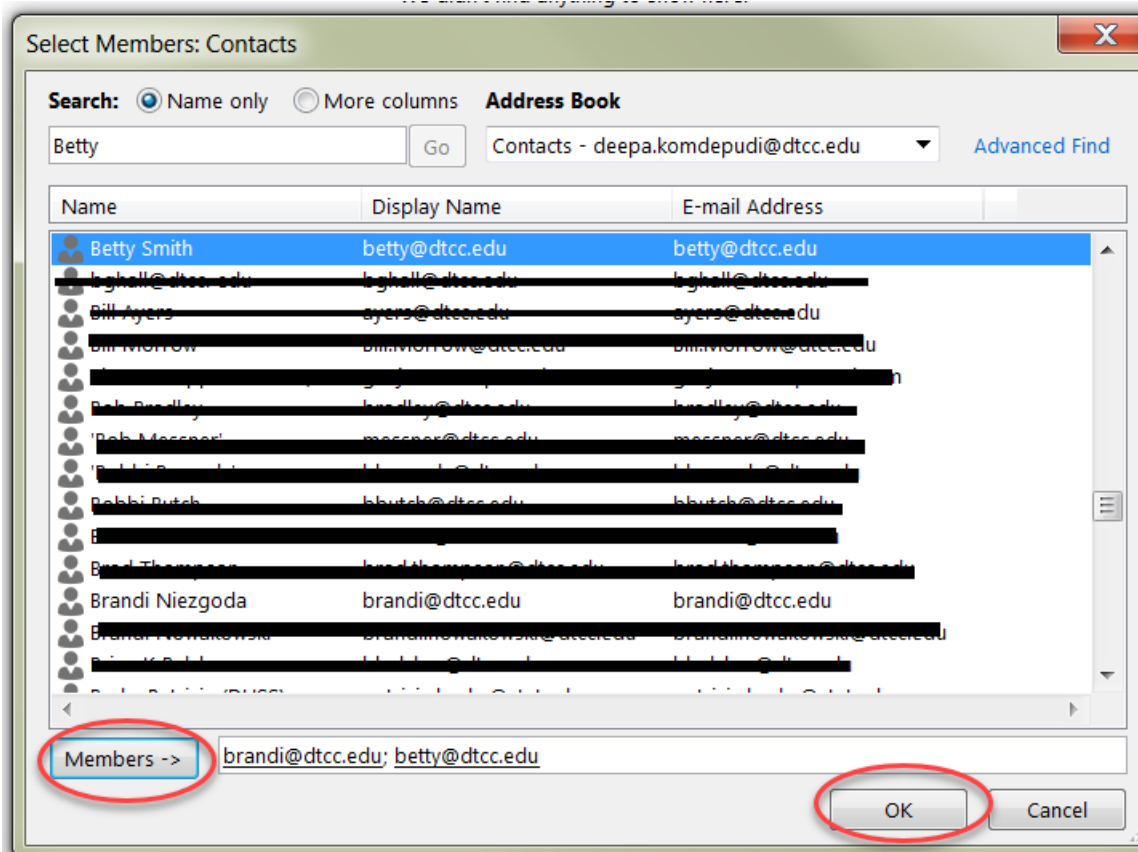
Click on Add Members.

Search for your members by Name

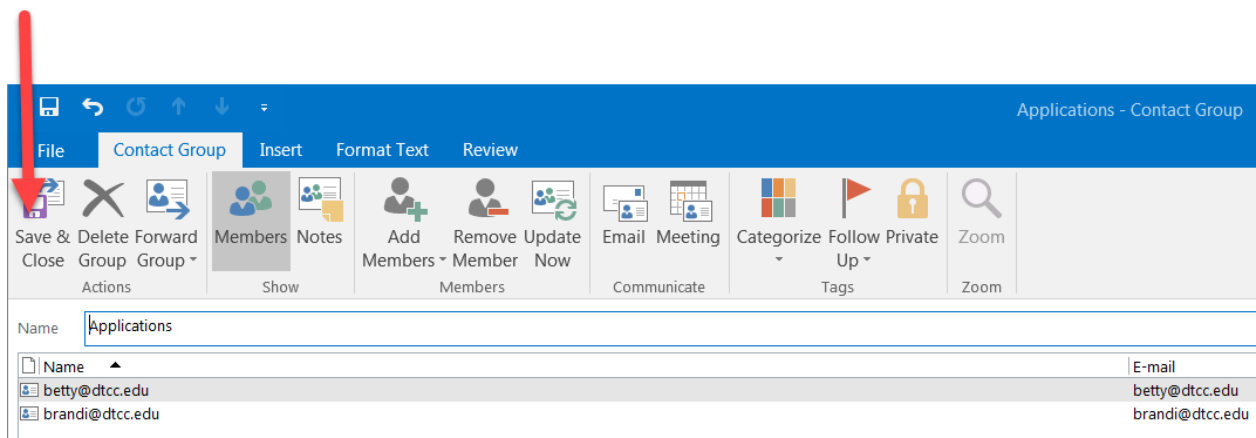


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Select your member and Click on the button “Member”. Continue to add more members. When your list is complete Click OK



Click Save and Close



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To email your group – click on New email, in the to box enter your name of contact group

