



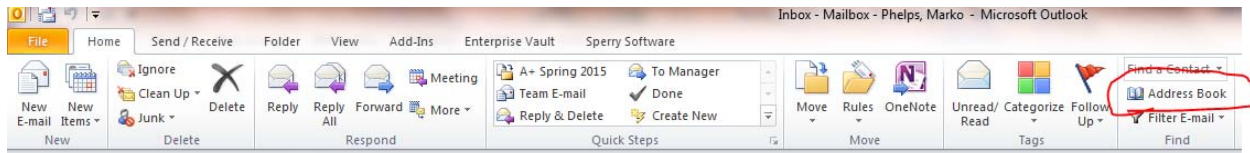
Information Technology Services

Create a Local Contact Group

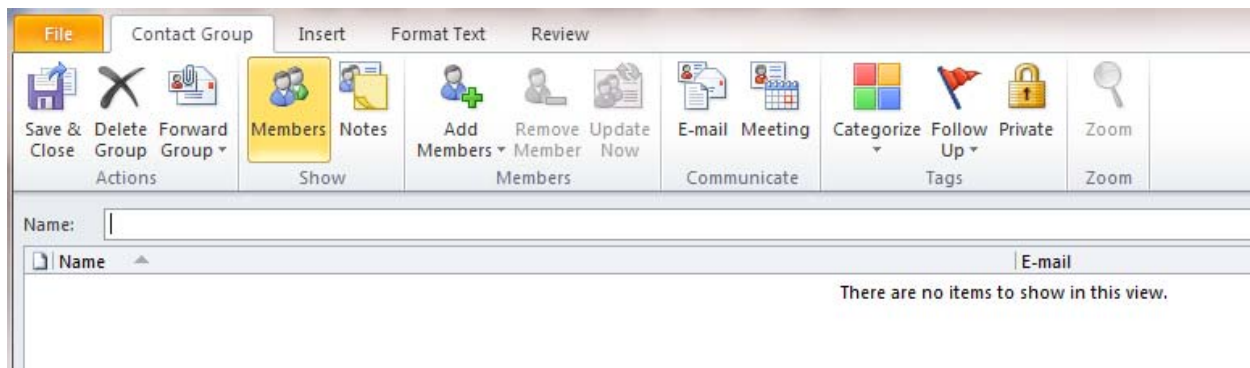
Purpose: Provide instructions on creating a contact group in Outlook.

In Outlook:

1. Click on Address book



2. Click file and select New Entry
3. Select New Contact Group
4. Type in the name for the contact group
5. On the Contact Group Ribbon click Add Members



6. Select add members from Address Book
7. Find the desired member and click the Members button in the lower left corner
8. When all members are selected click OK
9. On the Contact Group Ribbon click Save & Close
10. Note that the contact Group can be sent to others by selecting the Forward Group button on the Contact Group Ribbon