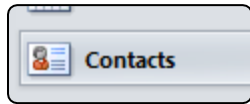
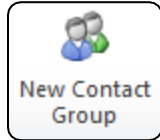


## Creating Groups in Outlook

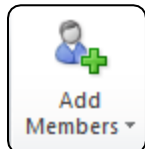
1. Click on **Contacts** on the left.



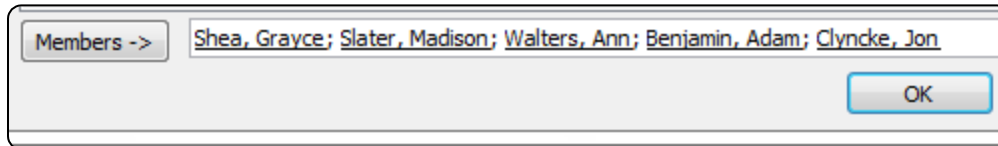
2. Click on **New Contact Group** at the top.



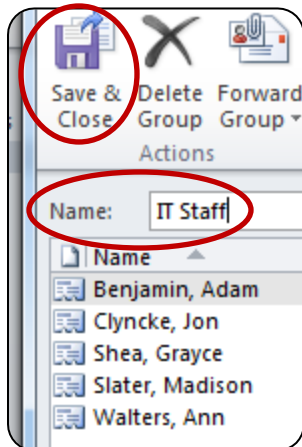
3. Click **Add Members**, and then click **From Address Book**.



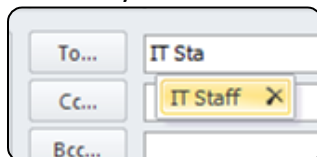
4. Go through the address book, and double-click on all names you would like included in your group. These will appear in the bottom bar. Click **OK** when you have added everyone.



5. Make sure to name the group. Then click **Save & Close**.

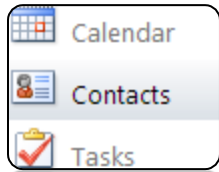


6. To email your new contact group, type the name you gave into the **To** field.

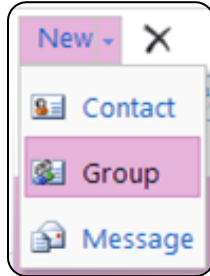


## Creating Groups in Outlook (OWA)

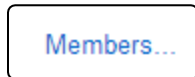
1. Click on **Contacts** on the left.



2. Click on **New** at the top, and select **Group**.



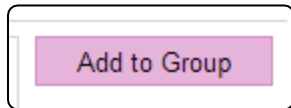
3. Click **Members** to open the address book.



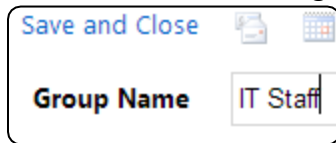
4. Go through the address book, and double-click on all names you would like included in your group. These will appear in the bottom bar. Click **OK** when you have added everyone.



5. Click **Add to Group**.



6. Make sure to name the group. Then click **Save and Close**.



7. Open a new email, and type in the name of the group. You may have to hit the **Check Name** button for it to find the group.

