

## Create a Local Contact Group

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

In Outlook:

1. Click on Address book

0 3 7	)   ₹				Inbox - Mailbox - Phelps, Marko - Microsoft Outlook			
File	Home	Send / Receive	Folder View Add-Ins E	nterprise Vault Sperry Software				
New N E-mail Ite	levv ms *	Ignore Clean Up + Delete	Reply Reply Forward More +	g A+ Spring 2015 (♣ To Manager (♣ Team E-mail ✓ Done (♣ Reply & Delete ♥ Create New	4 + +	Move Rules OneNote	Unread/ Categorize Follow Read	Find a Contact × Address Book Filter E-mail *
New		Delete	Respond	Quick Steps	15	Move	Tags	Find

- 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

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Delete Forward Group Group *	Members Note	Add Remove Update Members + Member Now	E-mail Meeting	Categorize Follow Private	Zoom
Actions	Show	Members	Communicate	Tags	Zoom
	elete Forward roup Group + actions	Relete Forward Group Group + Actions Show	Relete Forward Group Group + Actions Show Show Members	Relete Forward Group Group + Add Remove Update Members + Members Now Show Members Communicate	Image: Show

- 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