Create a contact group in Outlook 2103

Use a contact group (formerly called a "distribution list") to send an email to multiple people—a project team, a committee, or even just a group of friends—without having to add each name each time you want to write them. To create contact group:

1. On the Navigation bar, click **People.**



2. Under My Contacts, pick where you want to add the contact group. For this example,

Click Contacts.

Contacts - cmd@berkeleycollege.edu Recent Contacts - cmd@berkeleycollege.edu Contacts - Outlook Data File	
Recent Contacts - cmd@berkeleycollege.edu Contacts - Outlook Data File	
Contacts - Outlook Data File	
Contacts - helpdesk@BerkeleyCollege.edu	
Recent Contacts - helpdesk@BerkeleyCollege.edu	
Connect to a social network	

- 4. On the **Contact Group** tab, in the **Name** box, type a name for the group.
- 5. Click Add Members, and then add people from your address book or contacts list.



6. Click Save and Close.

Create a contact group in OWA

Use a contact group (formerly called a "distribution list") to send an email to multiple people—a project team, a committee, or even just a group of friends—without having to add each name each time you want to write them. To create contact group:

1. On the Navigation bar, click **People**



- 2. Click the "+ New "link \bigcirc new
- 3. Click the Button Create Group

create contac	t
create group	🛑 Click Create Group

4. In the "Group name" box type in the name for the group.5. Under "Members" type in the name of the person you wish to add to the group and click the avatar icon to add them. Repeat the process until you added everyone you wanted to the group. 6. Click "Save" when you're finished.

New Co	ntacts		In the "Group name " box type in the name for the
Member	Type in name s:	1	Notes:
greg	Greg Matwijiszyn greg-matwijiszyn@berkeleycollege.edu	×	
1 Nick av	Search Contacts & Directory	_	