## 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.

```
4 \mp@code { M y ~ C o n t a c t s }
    Lync Contacts
```

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

New Contact
3. Click Home HOME > New Contact Group. Group
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
3. Click the Button Create Group
```
what would you like to do?
```

```
create contact
```

```
create group Click Create Group
```

```
cancel
```

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.

Group name:
New Contacts

Type in name
Members: Notes:

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