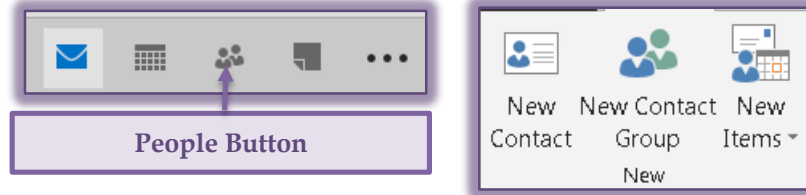


Contact Group

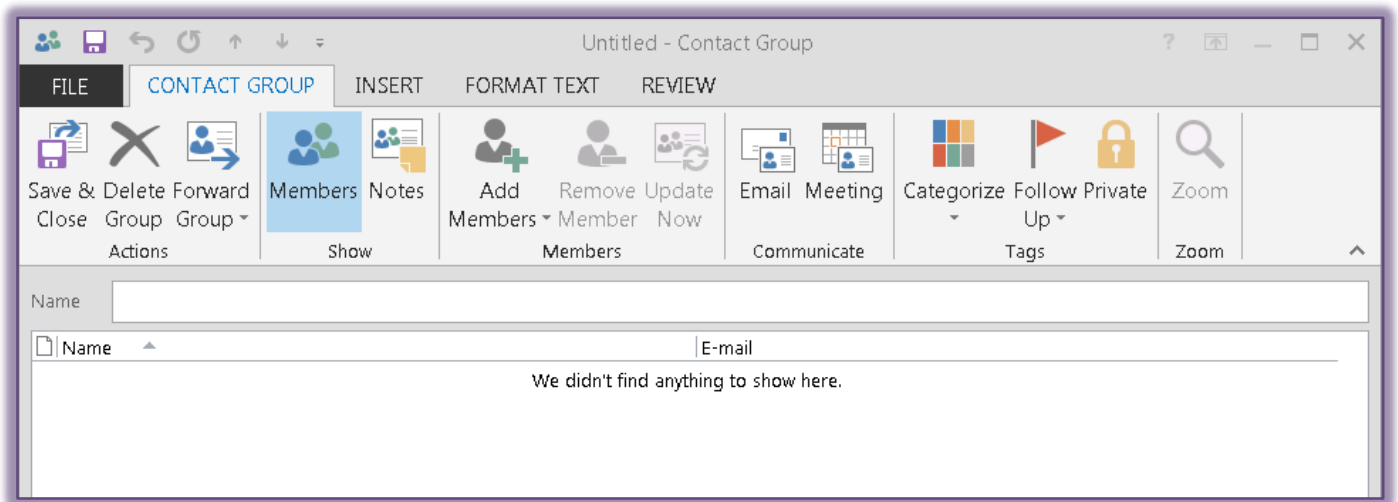
A Contact Group is a group of email addresses collected under one name. All members of the group will receive the email message sent to the group name. Contact Groups can be included in email messages, task requests, meeting requests, and in other Contact Groups. There are not a maximum number of names that can be included in a Contact Group.

CREATE CONTACT GROUP

- ✦ Click the **People** button in the **Folder Pane**.
- ✦ Click the **Home Tab**, if necessary.
- ✦ In the **New Group**, click the **New Contact Group** button (see illustration below).




- ✦ The **Untitled-Contact Group** window will display (see illustration below).

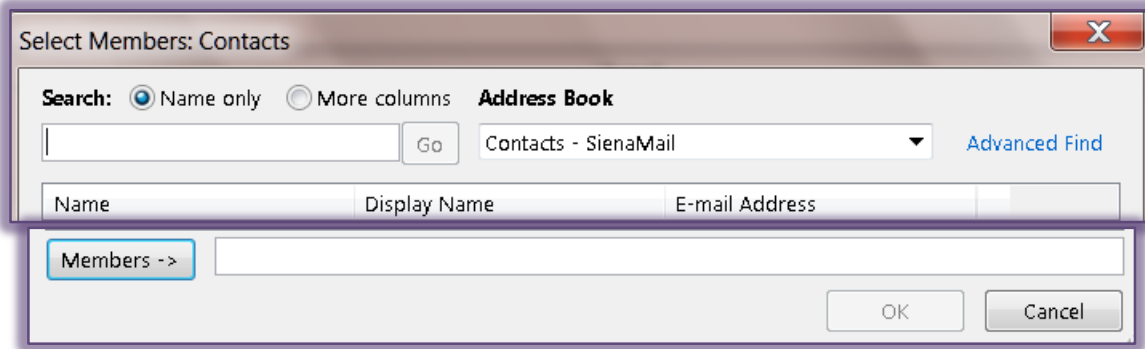


- ✦ In the **Name** box, input a name for the **Contact Group**.
- ✦ Click the **Contact Group Tab**.
- ✦ In the **Members Group**, click the **Add Members** button.
- ✦ From the list that appears select one of the options.
 - From Outlook Contacts
 - From Address Book
 - New Email Contact

From Outlook Contacts:

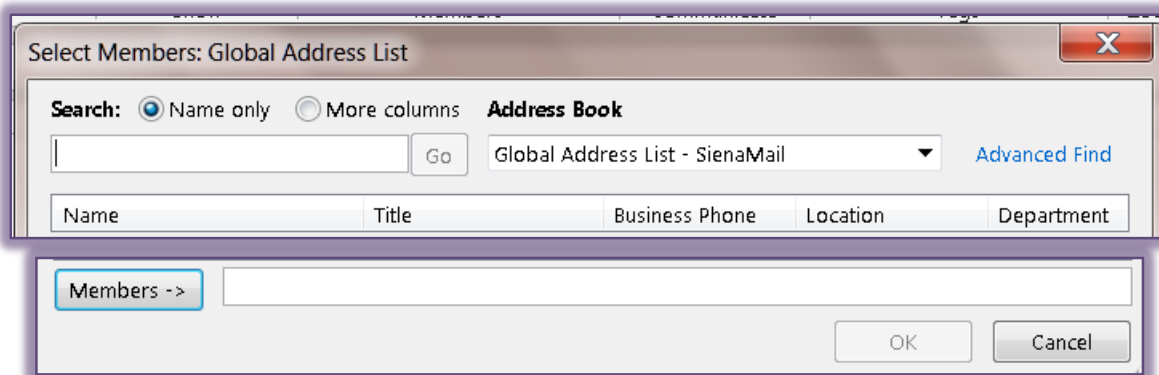
- ✦ Click the **From Outlook Contacts** option.
- ✦ The **Select Members: Contacts** window will appear (see illustration on next page).
- ✦ In the **Search** box, input the first name and last name of the contact.
- ✦ A list of names that match the Search criteria will display.
- ✦ In the list of names, click the name that is to be added to the **Group**.
 - Click **Members** at the bottom of the window to add the name to the **Group**.

 Continue this procedure to add additional names to the list.



From Address Book:

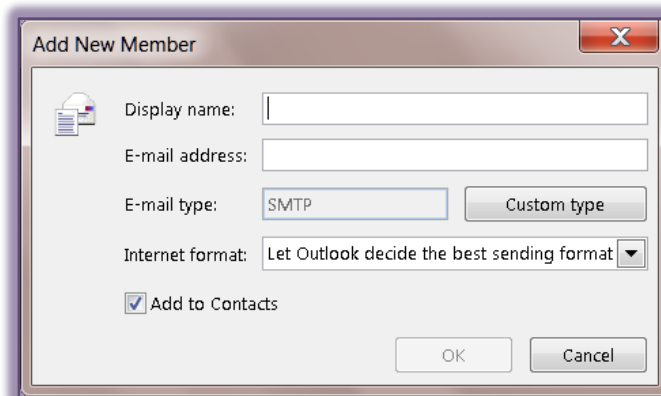
- ✦ Click the **From Address Book** option.
- ✦ The **Select Members: Global Address List** window will appear (see illustration below).



- ✦ In the **Address Book** list, click the **Address Book** that contains the email address that is to be included in the **Contact Group**.
- ✦ Click the **Members** button to add the contact to the **Group**.
- ✦ Continue this procedure to add additional names to the list.
- ✦ When all the names have been added, click the **OK** button to create the **Contact Group**.

New Email Contact:

- ✦ Click the **New Email Contact** link.
- ✦ The **Add New Member** dialog box will display (see illustration below).



- ✦ Enter the information for the person in the **Add New Member** dialog box.

- ✦ In the **Email Address** box, input the **Email Address** for the **New Member**.
- ✦ Click the **OK** button to add the **Contact** to the list.

Remove a Name from Contact List

- ✦ Open the **Contact Group** from which the name is to be removed.
- ✦ Click the **Name** that is to be removed.
- ✦ Click the **Contact Group Tab**.
- ✦ In the **Members Group**, click the **Remove Member** button.

