Creating and Using Contact Group

You can create contact groups for your different mailing lists. These contact groups can contain people from inside and outside of CSUB. These instruction will guide you in creating a Contact Group and using a Contact Group.

Creating a Contact Group		
1.	From Outlook, navigate to People	
2.	From the Home tab, click New Contact Group	FILE HOME New Contact New Contact Group New Items * New
3.	On the Contact Group window, enter a name for the contact group in the Name box	Name Staff Staff Name E-mail We didn't find anything to show here.
4.	From the Contact Group tab,Click Add Members	FILE CONTACT GROUP INSERT FORMAT TEXT REVIEw Save & Delete Forward Close Group Group Actions Members Notes Add Remove Update Members Show Members Members Members Members
5.	Click From Outlook Contacts	From Outlook <u>C</u> ontacts From <u>A</u> ddress Book New <u>E</u> -mail Contact
6.	 In the Select members window, Double-click each person you want to add to the group Click OK, when finished 	Select Members: Contacts
7.	On the Contact Group tab, click Save & Close	FILE CONTACT GROUP INSERT FORMAT TEXT REVIEW Save & Delete Forward Group Group Group Sroup Show Members Add Remove Update Members Members



Using a Contact Group		
1. From a new ema	ail message, click the To… button	From ofc365-48@o365training.csub.edu Send Cc Subject
displays the Glo	sonal contacts, click the Address	Select Names Global Address List X Search: Oname only OMore columns Address Book Good Address List - eff205-460-005037anness Evolution Advanced Find
3. From the list, se	ect Contacts	ofc365-48@o365training.csub.edu Contacts Global Address List All Address Lists All Contacts All Distribution Lists All Groups All Rooms All Users Offline Global Address List
Select th Click To Click Of indicates a period	ζ.	Select Names: Contacts Search: Name only More columns Address Book Go Contacts - of c365-48@o365training.csub.edu Advanced Find Name Display Name E-mail Address Shifto Group Info Group Hamning Committee Hamning Committee Cc-> Bcc-> Bcc-> Cox Cancel
	mail as usual. Your email will be on in your Contact Group.	Fri 11/13/2015 4:03 PM John Adams Reports Due To Abraham Lincoln; Barack Obama; Benjamin Franklin; Richard M. Nixon; Warren Harding