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.

<table>
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<th>Creating a Contact Group</th>
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<tr>
<td>1. From Outlook, navigate to <strong>People</strong></td>
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<td>2. From the <strong>Home</strong> tab, click <strong>New Contact Group</strong></td>
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<td>3. On the <strong>Contact Group</strong> window, enter a name for the contact group in the <strong>Name</strong> box</td>
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| 4. From the **Contact Group** tab,  
  - Click **Add Members** |
| 5. Click **From Outlook Contacts** |
| 6. In the Select members window,  
  - Double-click each person you want to add to the group  
  - Click **OK**, when finished |
| 7. On the Contact Group tab, click **Save & Close** |
Using a Contact Group

1. From a new email message, click the To… button

2. The Select Names page appears. By default it displays the Global Address List.
   To view your personal contacts, click the Address Book down arrow.

3. From the list, select Contacts

4. Your personal contacts will appear.
   - Select the contact group, you desire
   - Click To →
   - Click OK
   ❋ indicates a personal contact
   ❈ indicates a contact group

5. Complete your email as usual. Your email will be sent every person in your Contact Group.