
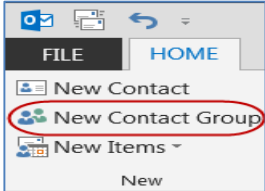
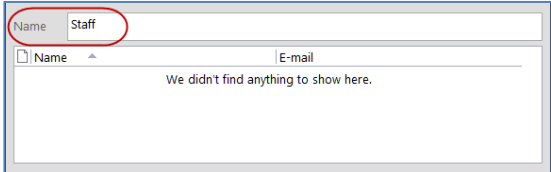
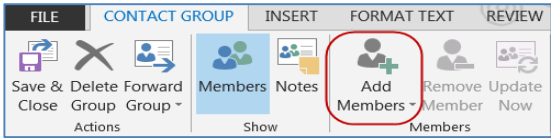
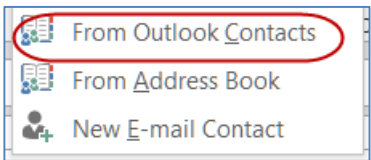
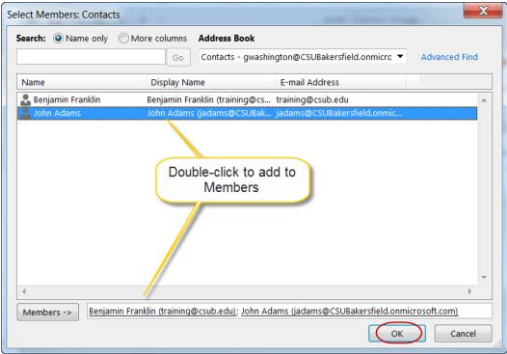
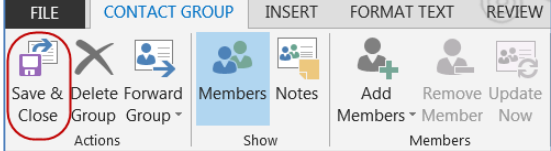




Creating and Using Contact Group

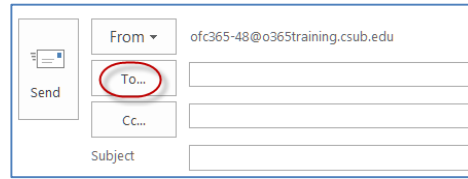
You can create contact groups for your different mailing lists. These contact groups can contain people from inside and outside of CSUB. These instruction will guide you in creating a Contact Group and using a Contact Group.

Creating a Contact Group	
1. From Outlook, navigate to People	
2. From the Home tab, click New Contact Group	
3. On the Contact Group window, enter a name for the contact group in the Name box	
4. From the Contact Group tab, <ul style="list-style-type: none"> • Click Add Members 	
5. Click From Outlook Contacts	
6. In the Select members window, <ul style="list-style-type: none"> • Double-click each person you want to add to the group • Click OK, when finished 	
7. On the Contact Group tab, click Save & Close	

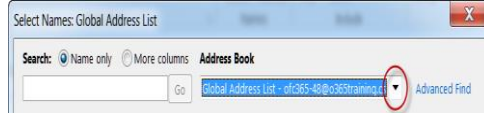


Using a Contact Group

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

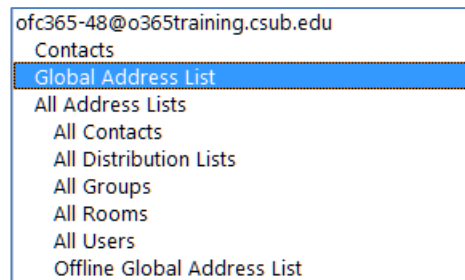


2. The Select Names page appears. By default it displays the Global Address List.



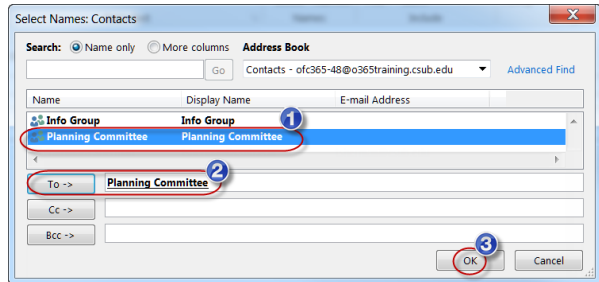
To view your personal contacts, click the **Address Book** down arrow.


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.

