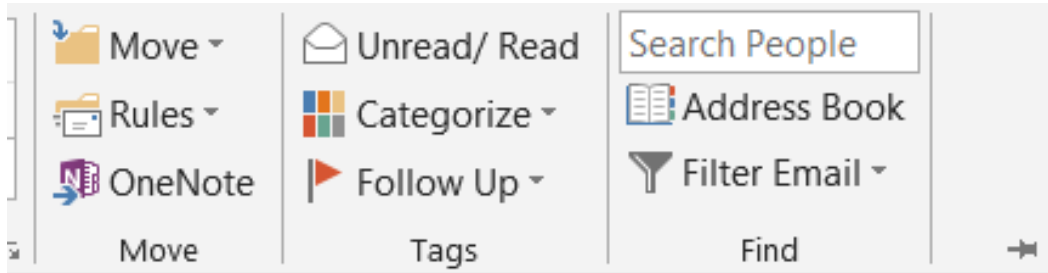


Create a Contact Group in Outlook

This will be very similar for 2013 and 2016

1. Open Outlook and click on the HOME tab. On the right-hand side of the Ribbon you should see Address Book listed. Click on that to open your Address Book.



2. Click on the File tab and then on New Entry.
3. Click on the New Contact Group option and begin by giving your group a name.
4. Then you will add the emails from your address book by clicking on Add Members.

