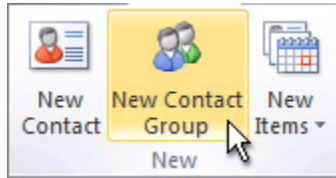Outlook Contact Groups

- **Create a Contact Group with new names or names in the Address Book**
  1. In Contacts, on the **Home** tab, in the **New** group, click **New Contact Group**.

  2. In the **Name** box, type a name for the Contact Group. **(Grade 1 is used in this example.)**

  3. From the **Contact Group** tab,

      - **Members** group,

      - **Add Members**,

      - **From Address Book**

      - Double-click to add each member to the Contact Group.

      - Click **OK**

      Note: To edit the Contact Group, double-click it, make changes and Save.

  The Contact Group is saved in your **Contacts** folder under the name that you give it. **(Example: Grade 1)**

- **Create a Contact Group by copying names from an email message**

  1. In the message that you want to copy the names from, Right-click and **copy** the email address in the To box and **Copy**.

  2. In Mail, on the **Home** tab, in the **New** group, click **New Items**, then click **More Items**, and then click **Contact Group**.

  3. In the **Name** box, type a name for the Contact Group.

  4. On the **Contact Group** tab, in the **Members** group, click **Add Members**, and then click either **From Outlook Contacts** or **From Address Book**.

  5. At the bottom of the **Select Members** dialog box, in the **Members** box, right-click, and then click **Paste**.

      6. (If you are adding a new email contact, enter the information for the person in the **Add New Member** dialog box.)