

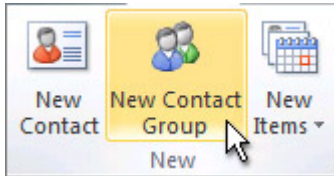
Outlook 2010

Contact Groups

A contact group is a personal distribution list may be created and maintained by an individual in order to send a single email to many people using an organized list.

Create a Contact Group with new names or names from 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.
3. On the **Contact Group** tab, in the **Members** group, click **Add Members**, and then click **From Outlook Contacts**, **From Address Book** or **New Email Contact**.
4. If you are adding a new email contact, enter the information for the person in the **Add New Member** dialog box.

If you are adding a member from Outlook Contacts or an Address Book, do the following:

1. In the **Address Book** drop-down list, click the address book that contains the email addresses that you want to include in your Contact Group.
2. In the list of names, click the names that you want, and then click **Members**. You can add names from different address books to the same Contact Group.
5. Do this for each person whom you want to add to the Contact Group, and then click **OK**.

The Contact Group is saved in your **Contacts** folder under the name that you give it.

Create a Contact Group by Copying Names from an Email Message

1. In the message that you want to copy the names from, click the names in the To or CC box
2. Right-click your selection, and then click **Copy**.
3. In Mail, on the **Home** tab, in the **New** group, click **New Items**, then click **More Items**, and then click **Contact Group**.
4. In the **Name** box, type a name for the Contact Group.
5. On the **Contact Group** tab, in the **Members** group, click **Add Members**, and then click either **From Outlook Contacts** or **From Address Book**.
6. At the bottom of the **Select Members** dialog box, in the **Members** box, right-click, and then click **Paste**.

NOTE A member doesn't have to be in your Address Book to be added to the Contact Group. The member's name and email address are included when you copy and paste from the original email message.

Add a contact Group received from someone

1. Open the message that contains the Contact Group.
2. In the To or Cc box, right click the Contact Group, and then click **Add to Outlook Contacts**.