How to Create an email **Contact Group** using the Outlook Client*

*One of these icon styles is on your Desktop:

**Instructions are NOT for web based users** (if you use the web to manage email, see next help document for web use instructions)

Open your Outlook Email, be sure to land on the “Home” tab.

1. Click the dropdown arrow on “New Items”
2. Click on “More Items”
3. Click on “Contact Group”

Create your group and add your members.