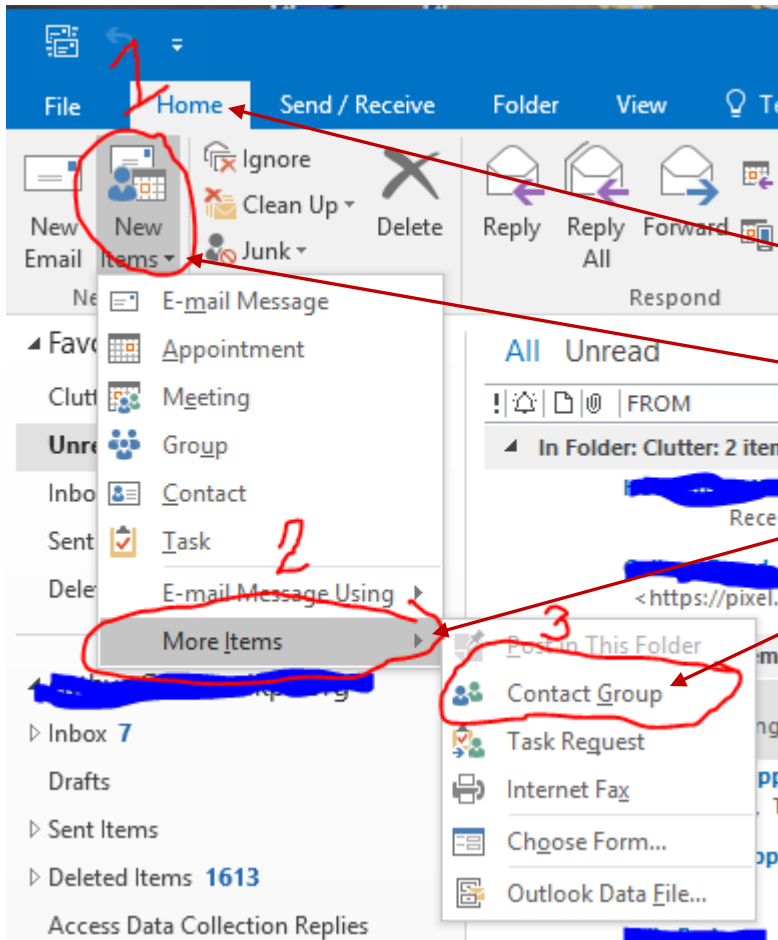


How to Create an email Contact Group using the Outlook Client*

*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.