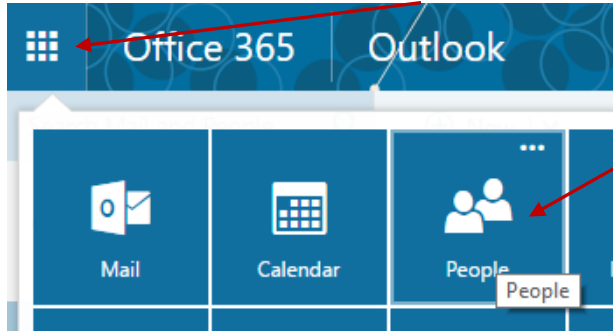
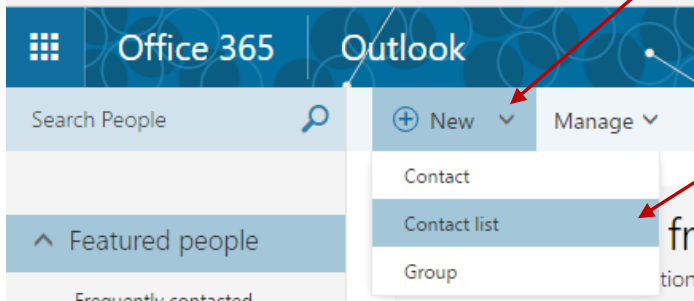


Create a Contact Group using Outlook on the web:

Open your email on the web, select the app launcher and then the “People” tile:



Select the drop down arrow next to “New” and choose “Contact list”



Name your new “Contact List” and Add members

