Creating Groups
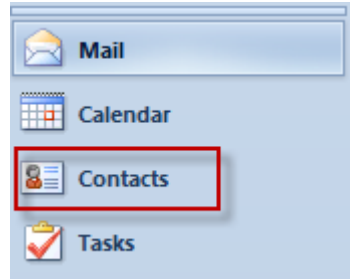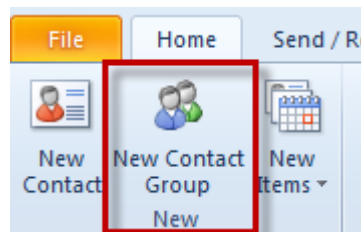
Open your Outlook email client.
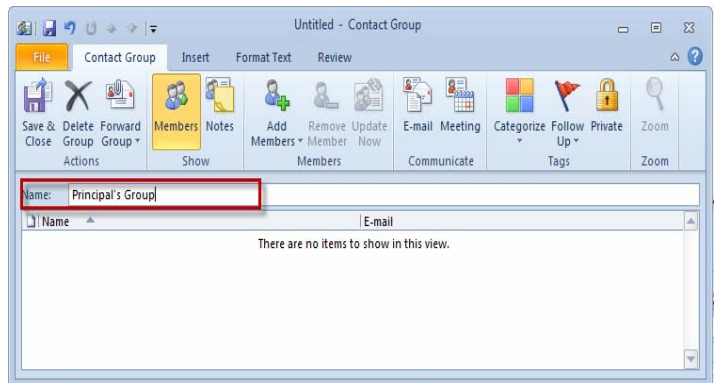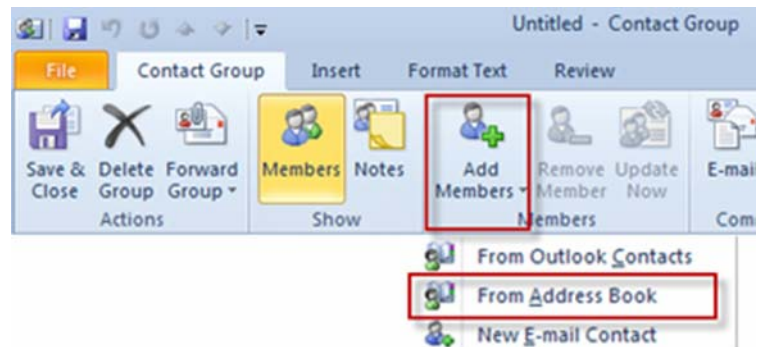
Click **Contacts**.

Click **New Contact Group.**

In the **Name** section, Type the name of your group.

Click **Add Members,** and **From Address Book**.

Creating Groups Using Outlook Client.doc   RDavis 9/2011
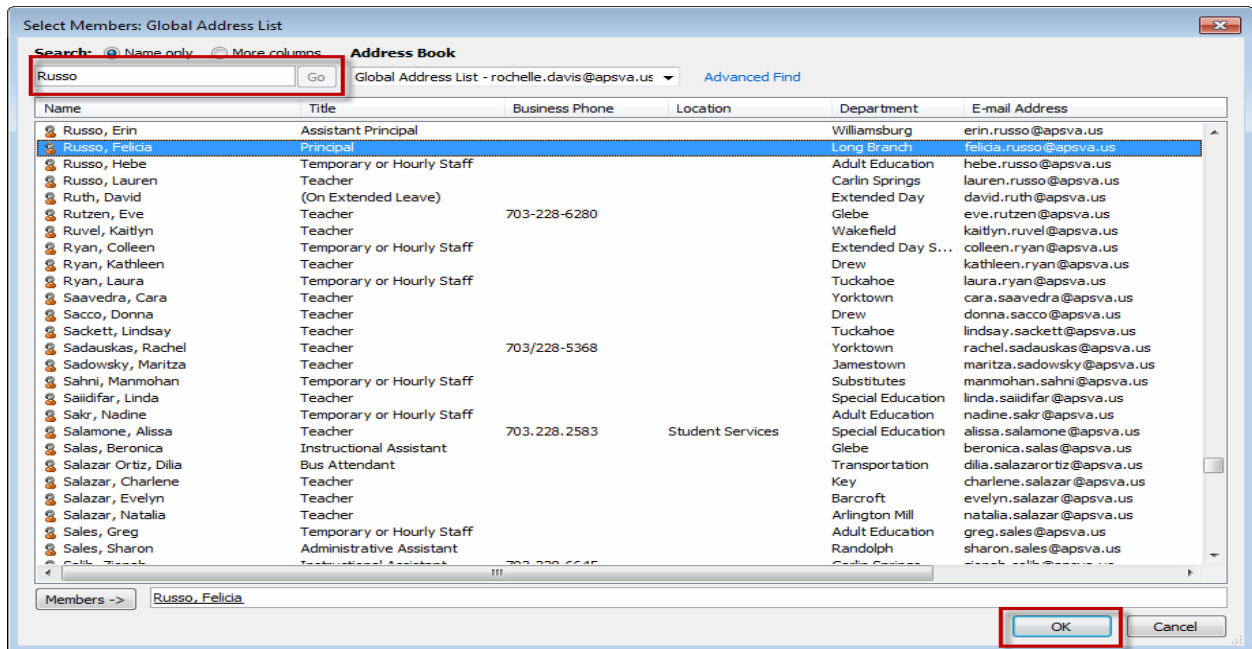
Type the Last Name of the person you want to add to the group.

Click **Go**.

Double-click on the name of the person you want to add (you will see their names appear at the bottom of the screen in the **Member** box).

Note: Repeat this for all the users you want to add to your group.

Click **OK**.

Click **Save & Close**.