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Outlook: Create a contact group/list Marcelle Gornitsky - 2018-07-03 - Email and Collaboration

If you often email a group of people, create a contact group in Outlook so you only need to email that contact group instead of individual emails.

Create a contact group

- 1. On the Navigation bar, choose **People**
- 2. Select Home > New Contact Group.

3. In the **Contact Group** box, type the name for the group.

- Select **Contact Group** > **Add Members** , and then select an option:
 - Select From Outlook Contacts.
 - Select From Address Book.
 - Select **New E-mail Contact**.

4, Add people from your address book or contacts list, and choose **OK**.

5. Choose Save & Close.

Send an email to a contact group

1, Select **Home** >**New Email**.

2. Select **To**.

- 3. In the **Search** box, type the name of the contact group.
- 4. Double-click the name to add it to the **To** box, and then select **OK**.