

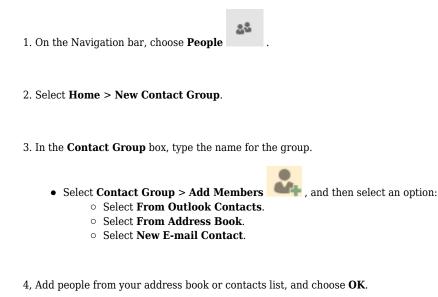
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Outlook: Create a contact group/list

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



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 \mathbf{To} box, and then select $\mathbf{OK}.$