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**.