

# Creating a Contact Group in Outlook 2013

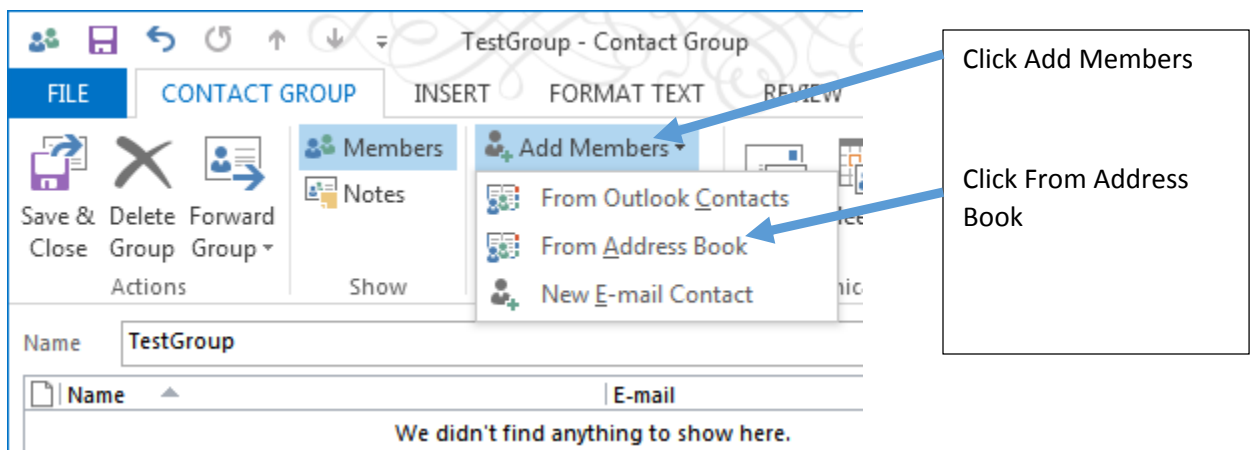
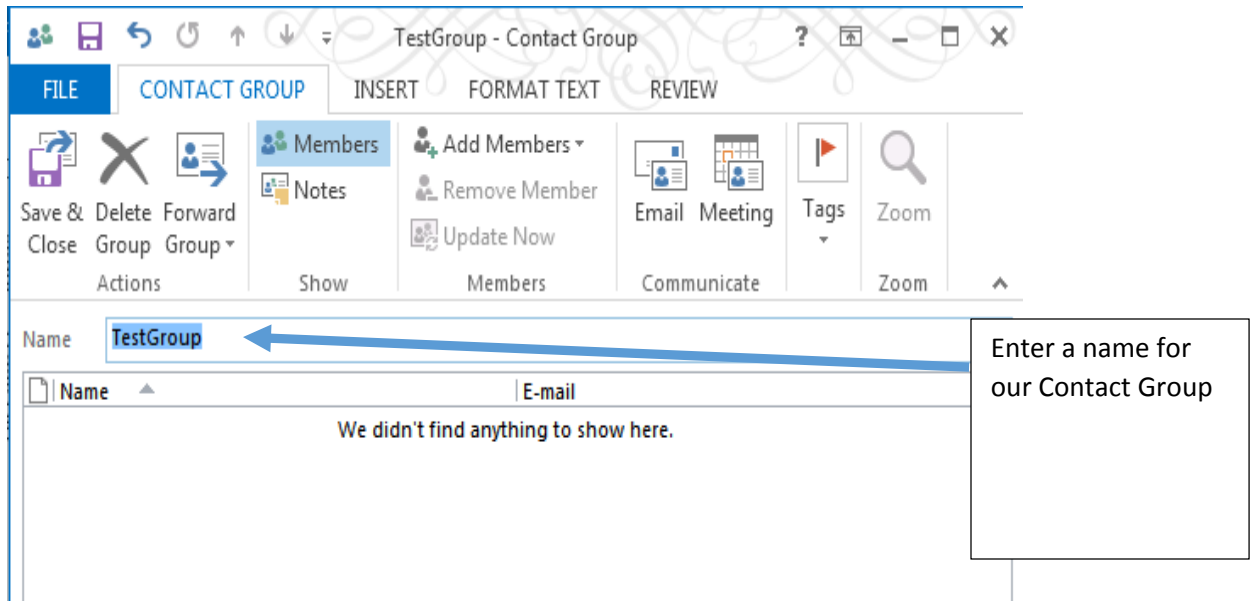
The screenshot shows the Outlook 2013 ribbon with the 'HOME' tab selected. The 'New Items' button is highlighted, and its dropdown menu is open. The 'More Items' option is selected, and its sub-menu is also open, showing the 'Contact Group' option. Blue arrows point from text instructions to these specific UI elements.

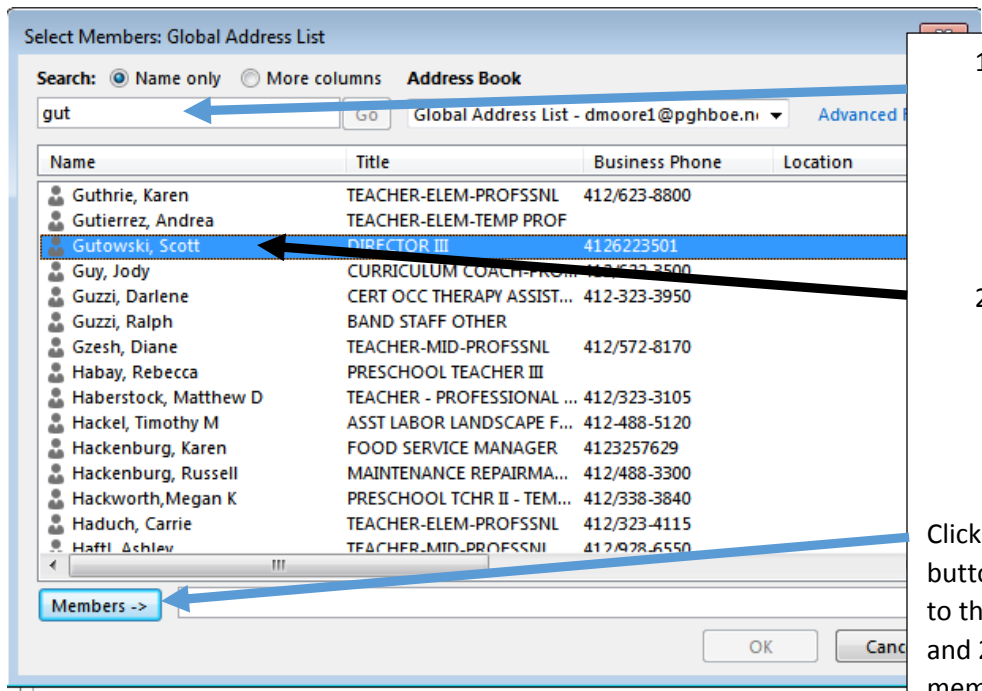
Once in Outlook, click on the Home tab

Click the New Items button

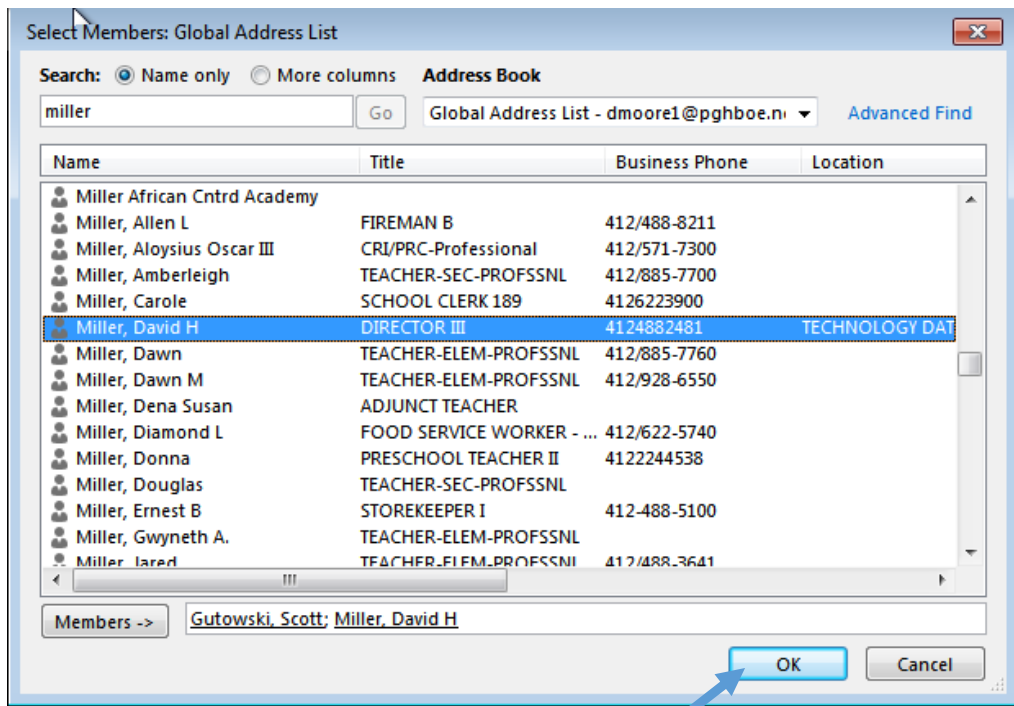
Click More Items

Click Contact Group

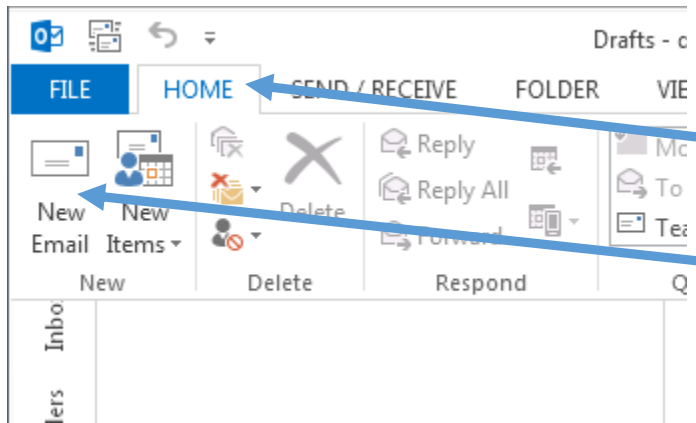
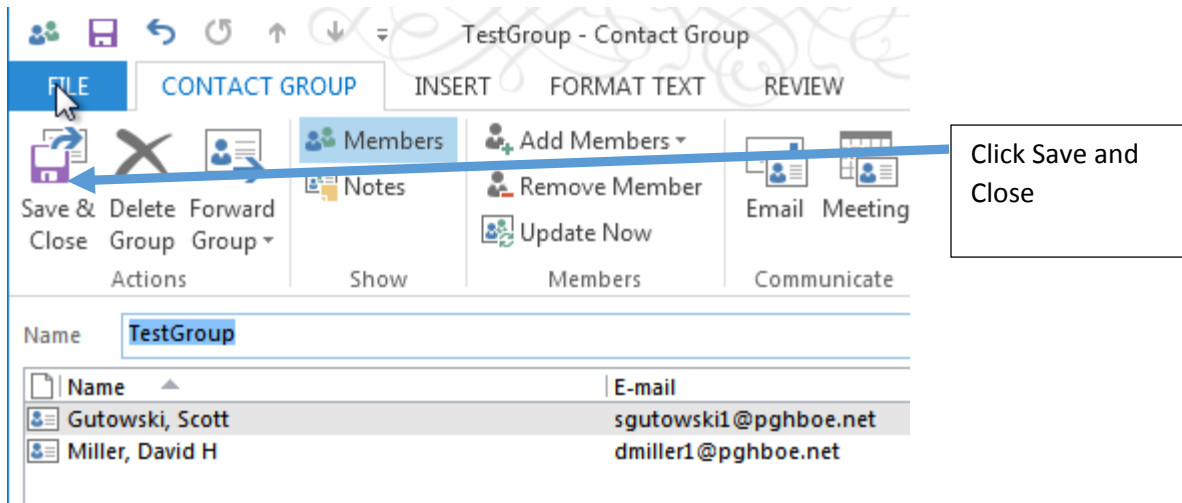




1. Start typing an employee's last name to search the Address List
  2. Click on the employee that you want to add to the list
- Click the Members button to add the person to the list, repeat steps 1 and 2 for additional members



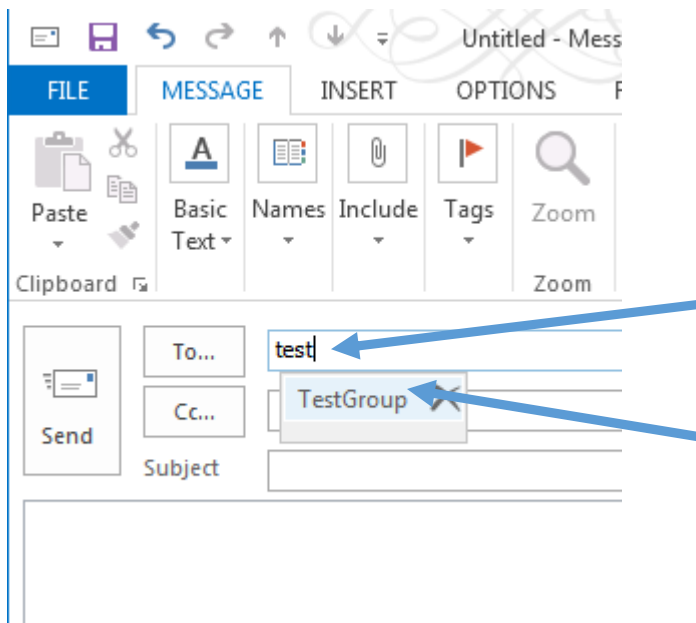
Once you have the desired members for the list click OK



**To send a message to the new Contact Group:**

Make sure you are on the Home tab in Outlook

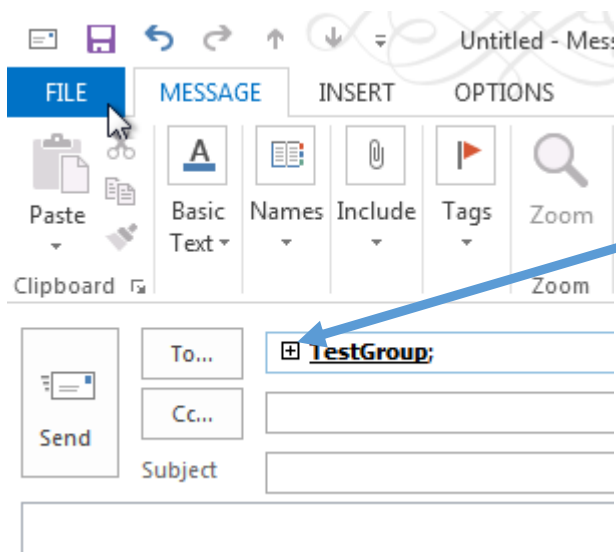
Click New Email



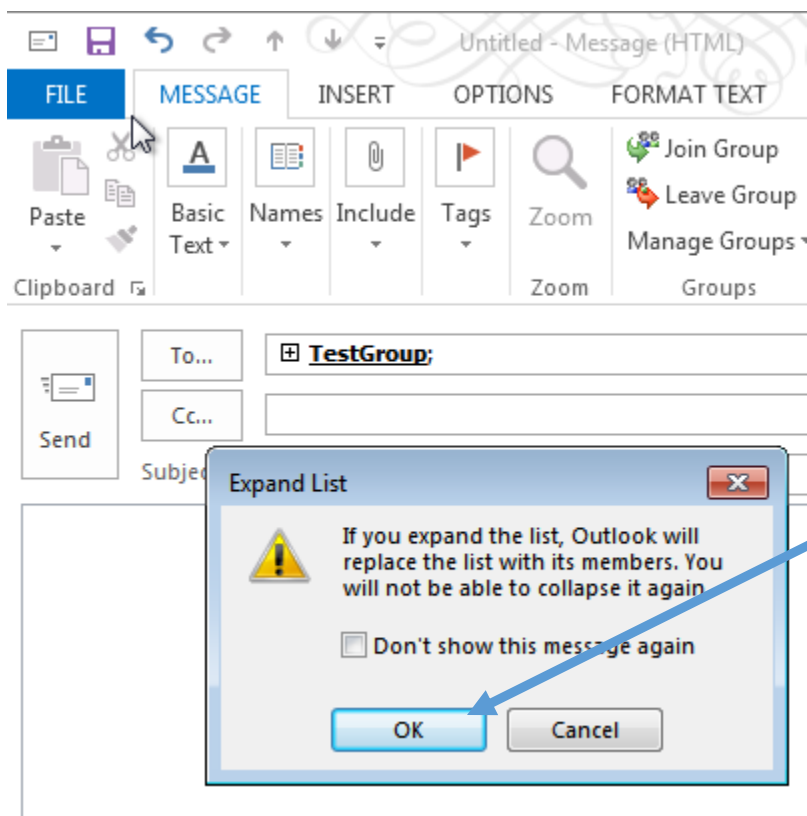
Start typing the name of your Contact Group

When the name auto completes click on the popup of the name of your group

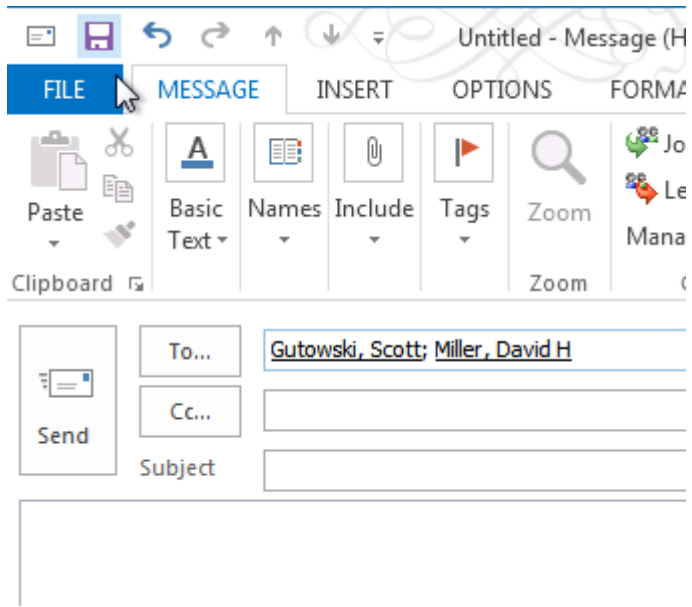
**Do not click the red X in the popup that will delete the auto complete name**



To see the members of the group click the + to the left of the name of the group



When the warning box pops up click OK



You can now see all of the members of your contact group