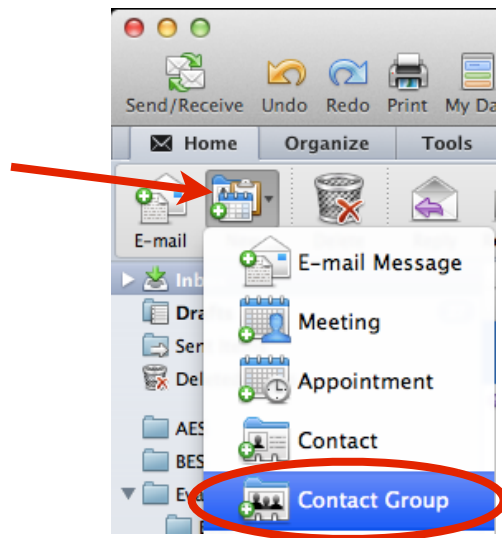
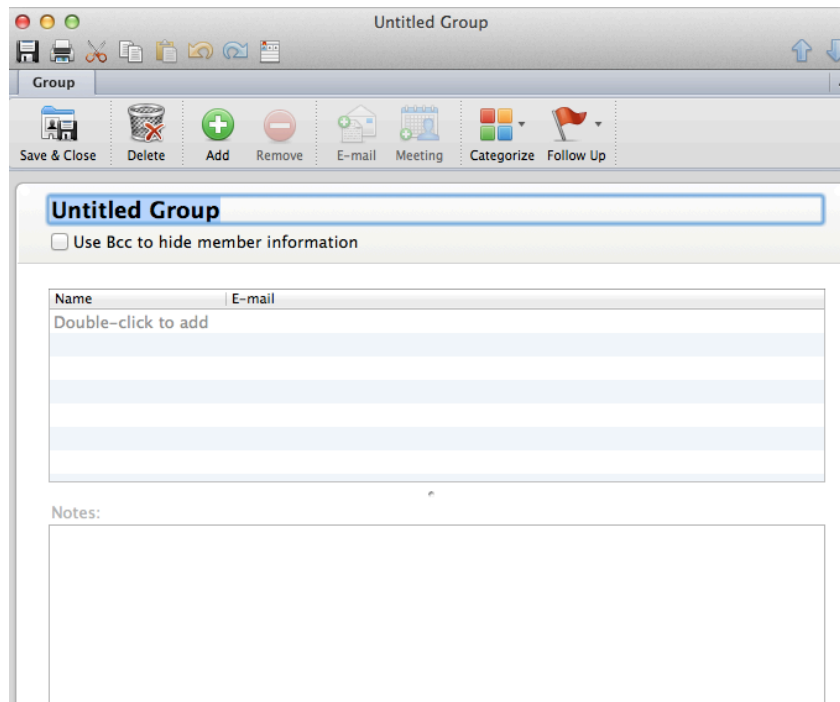


Setting Up Groups in Outlook

1. Open **Outlook**
2. Click the second button under your Home tab and choose **Contact Group**

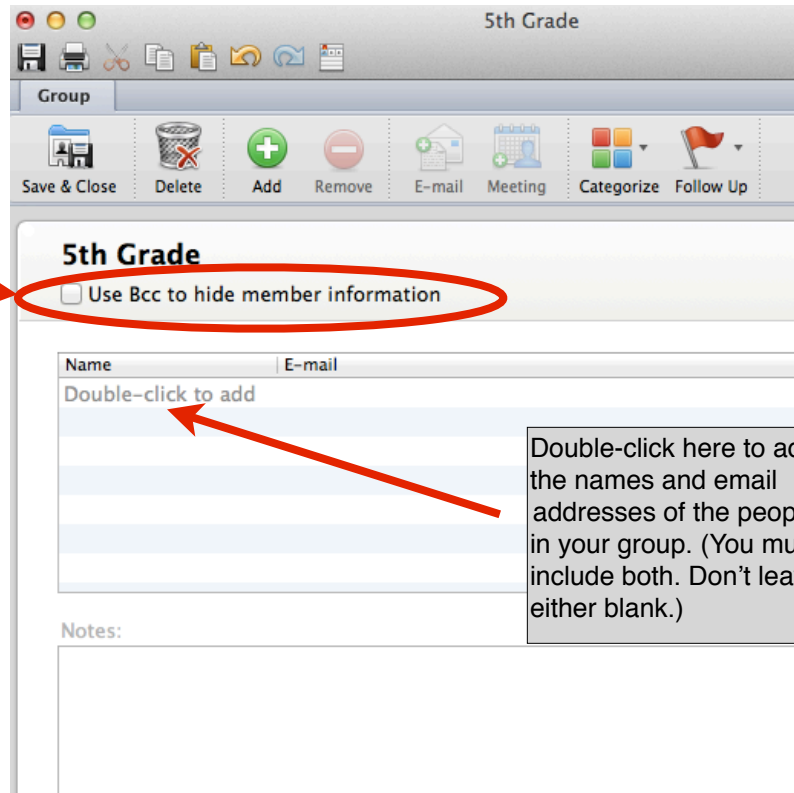


3. A **Contact Group** window will open. Delete '**Untitled Group**' and give your new group a name. (Be sure to remember the title of your group. You'll use this title when you send an email to your group. If you forget the name though, you can always look it up in your contacts.)



4. Enter your contacts.

If you place a checkmark in this box, you will prevent message recipients from seeing the addresses of other group members.



Double-click here to add the names and email addresses of the people in your group. (You must include both. Don't leave either blank.)

5. That's it! When you have added all of your group members, click the **Save and Close** button.



6. If you ever need to remove someone from the group, click on the **contact card** at the bottom left of Outlook.

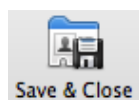


7. Find the name of the contact group. Double-click on it to open it.

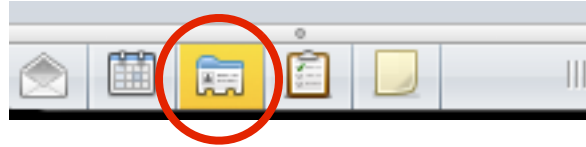
8. Click on the name of the person you want to delete and then the red **Remove** button.



9. Click the **Save and Close** button.



10. To delete an entire contact group, click on the **Contacts** button at the bottom left of your Outlook window to open your **Contacts**.



11. Find the name of the group in your list of contacts. Click on the name and press **delete** on your keyboard.

12. You can also click on the **Contacts** button to view all of your saved contacts and groups in Outlook.