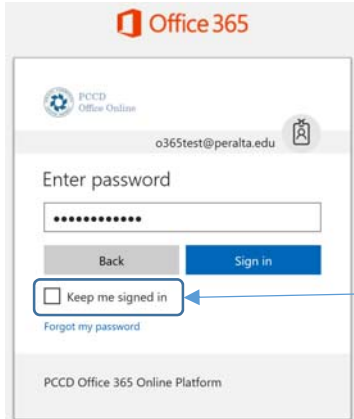




## How To: Create a Contact Group (Outlook on the Web)

1. Sign in to your mailbox using your email address and password:

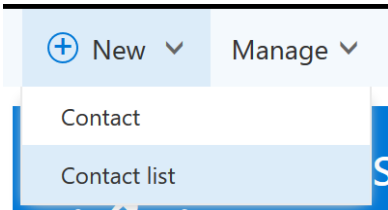


Note: do not check this box if you use multiple (such as departmental) mailboxes or logins.

2. In order to send email to multiple people easily, you may wish to create a contact group so you can email the group instead of entering in multiple email addresses every time you want to communicate with the group. To create this group, first click on the 'People' icon in the lower left-hand corner of your window:



3. In the 'People' screen (same as 'Contacts' in older versions of Outlook), click the down arrow next to 'New' at the top of the window and select 'Contact list':



*Continued...*





- Begin by naming the list and then typing in the names of colleagues you wish to include in the list, selecting them by clicking once on their name once the name appears:

List name: IT Team

Add members: alexander h

Notes:

- AH Alexander Hernandez  
ahernandez@peralta.edu
- AP Alexander H. Purcell  
ahpurcell@peralta.edu
- AO Alexander H. Ottley  
aottley@peralta.edu

No additional results

- Once you are satisfied with the membership of the list, click 'Save' at the top of the dialogue:

Save Cancel

List name: IT Team

Add members:

3 members to be added

- AH Alexander Hernandez  
ahernandez@peralta.edu
- JO Jonathan Olkowski  
jolkowski@peralta.edu
- AM Antoine Mehouelley  
amehouelley@peralta.edu

Notes: The tech team.

- Click the Envelope icon in the lower left-hand corner to go back to your Inbox:



- When you begin composing a new message to your team, type the name of the team in the To: field of your message:

To: it team

Cc: Search Directory

- If the name does not appear correctly (as shown above), hit *Ctrl+K* on your keyboard to resolve it:

To: + IT IT Team x

