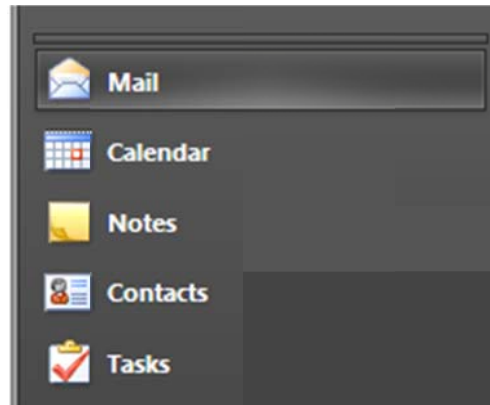
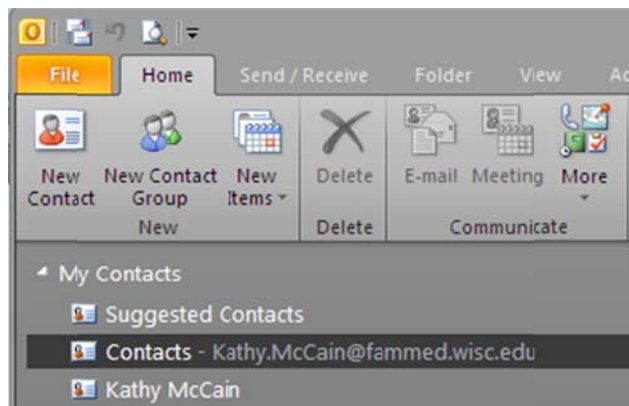


## How to Create a Personal Contact Group

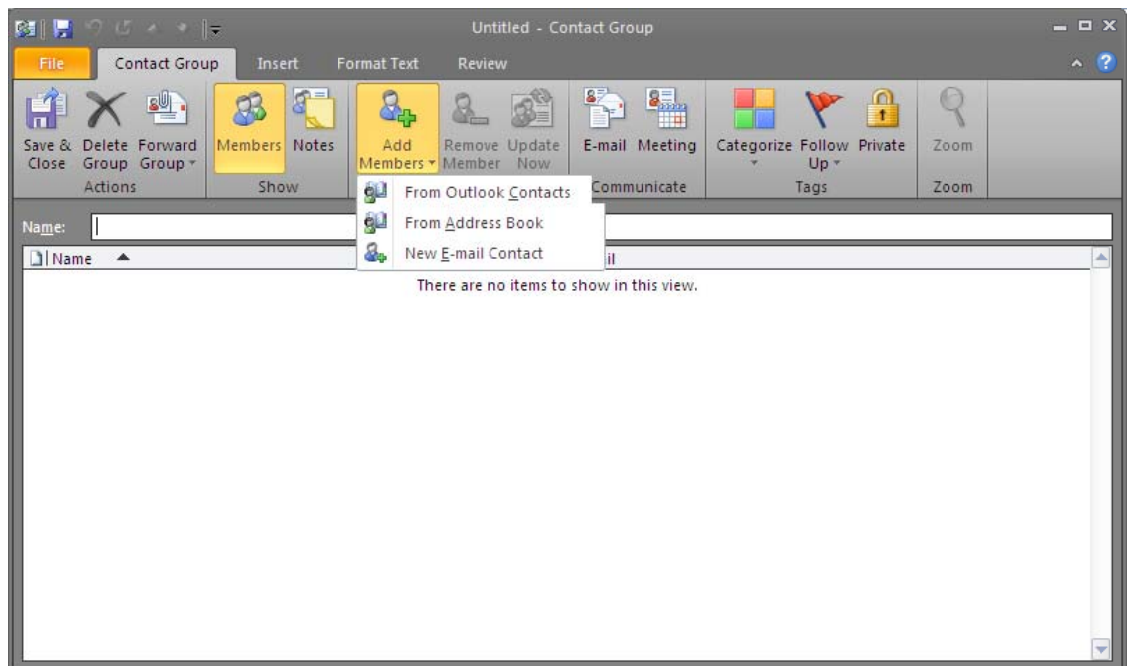
From the Navigation pane, select Contacts



Click New Contact Group



Click Add Members

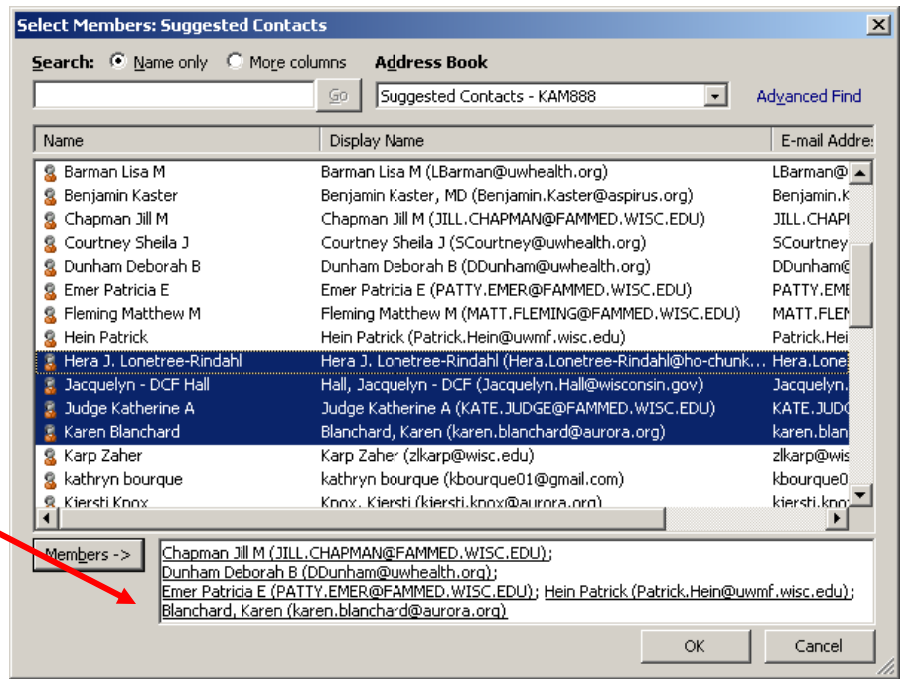


Choose members from your Outlook Contacts, Address Book, or create a new email contact

Add your members by double-clicking on their names, or highlighting a block of names and clicking Members

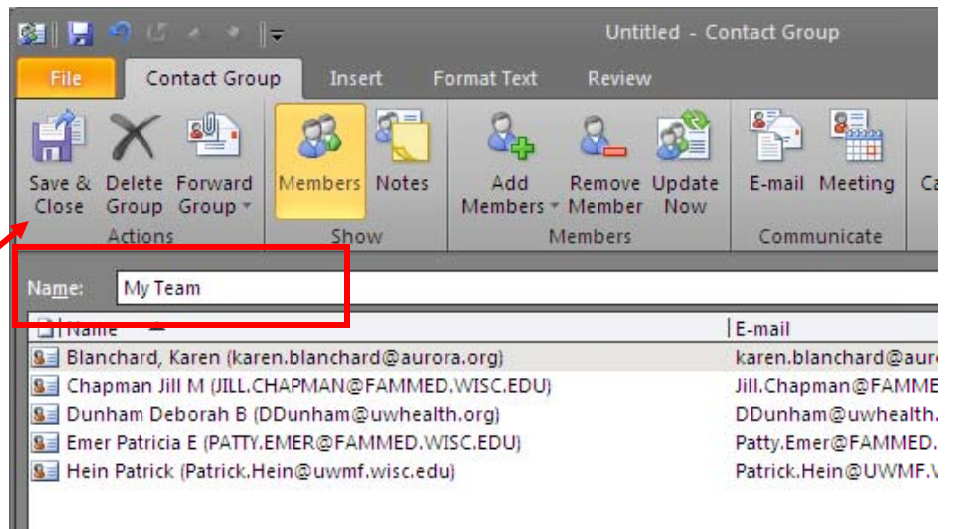
Only the email addresses in this field will be included in your new group

Click OK when finished

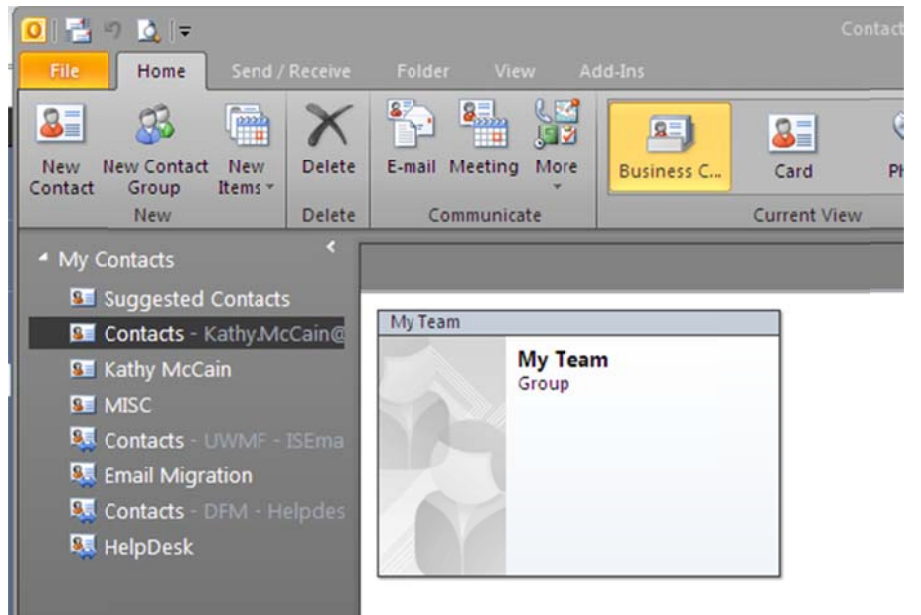


Give your new group a descriptive name

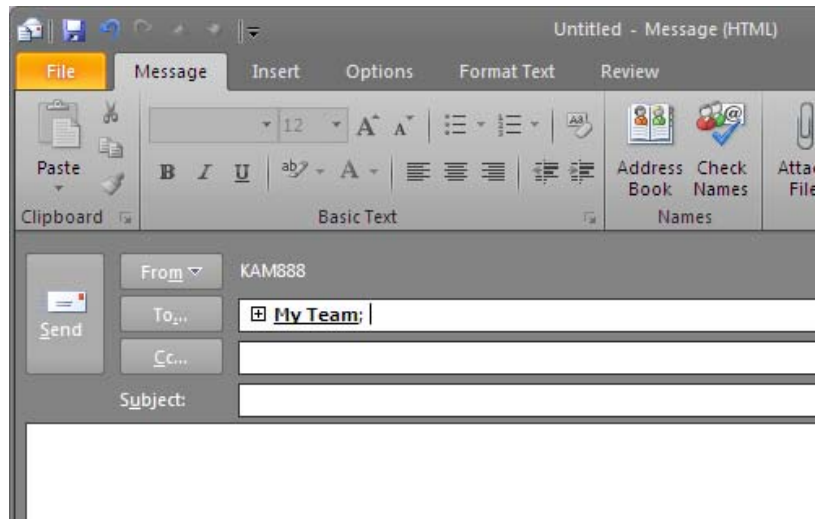
Click Save & Close when finished



Your new group appears in: Contacts - *youremail address*

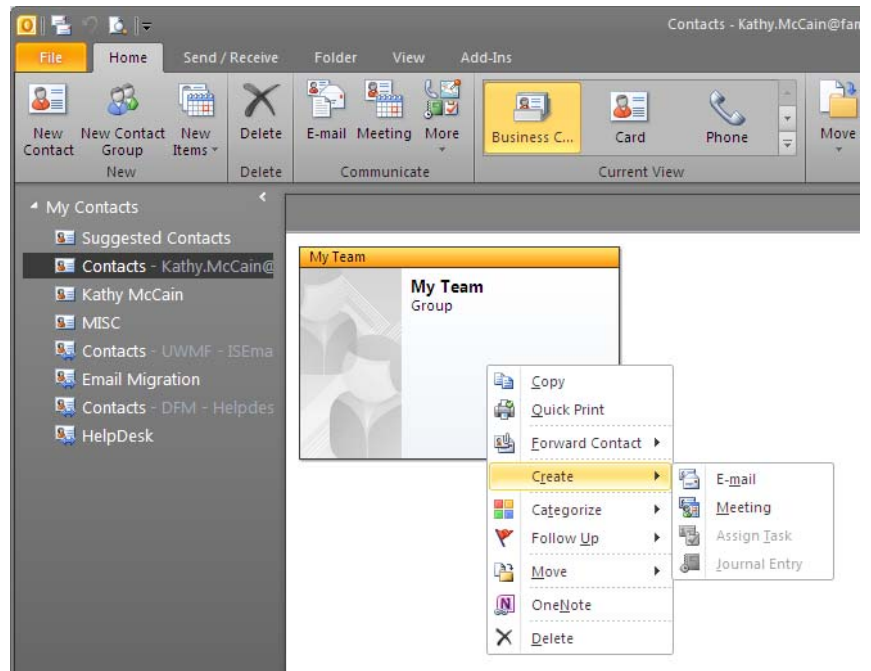


To use, open a new mail message and type in the name of your Contact Group

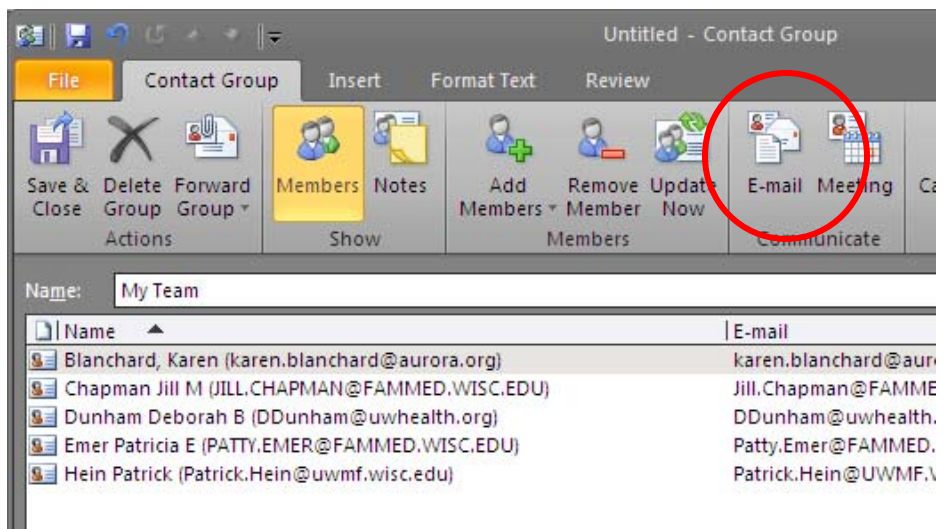


Or, you can open Contacts from your Navigation Pane, right-click on your Contact group

Choose Create - E-mail

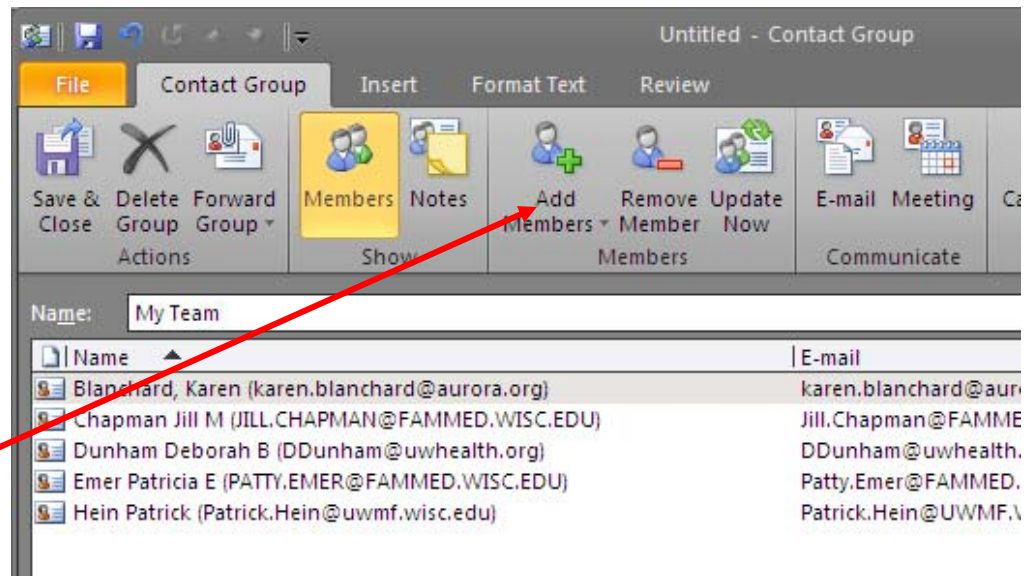


Or double-click to open your Contact Group and click E-mail



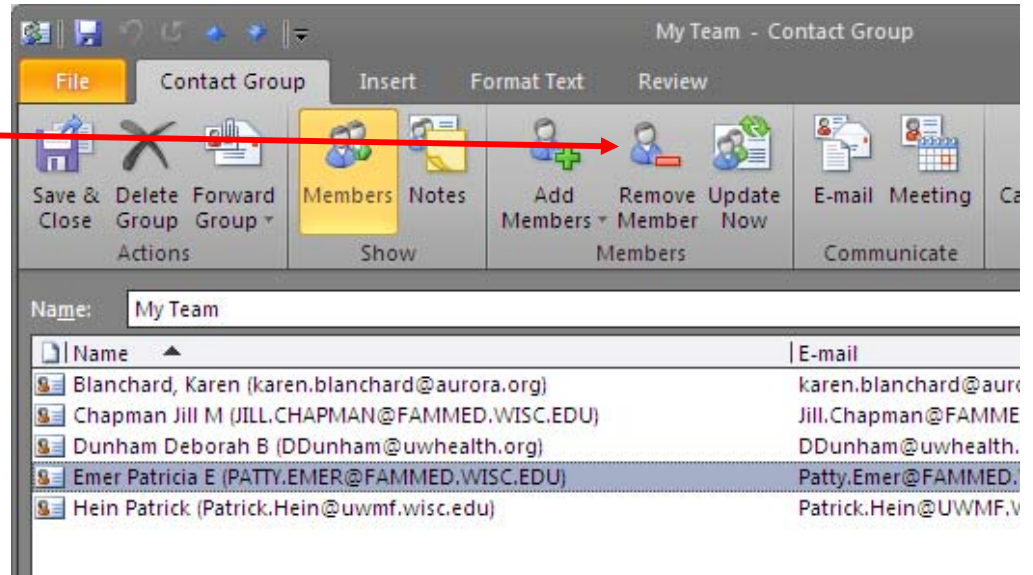


To edit the members of the group, open Contacts from your Navigation Pane and then open your Contact Group



You can add members by clicking the Add Members button

To remove one or more members, select the member(s) and either press the Delete key on your keyboard or click Remove Member



If you don't need your group anymore, you can delete it by clicking Delete Group

