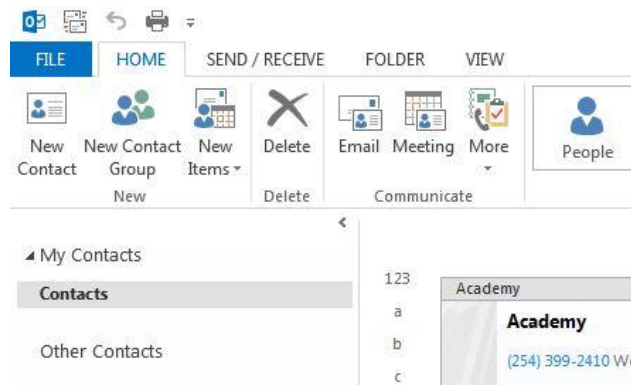
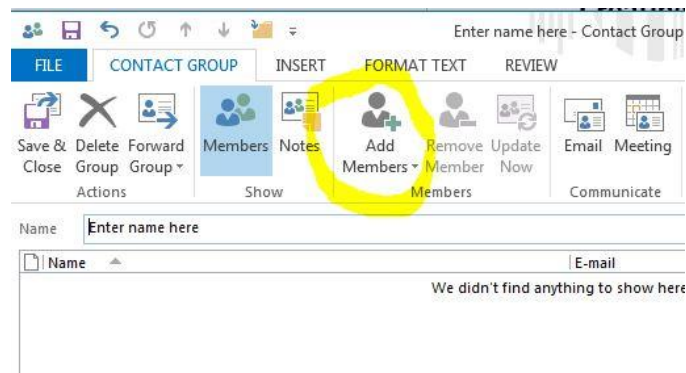


# Creating an Outlook 2016 Contact Group (Distribution List)

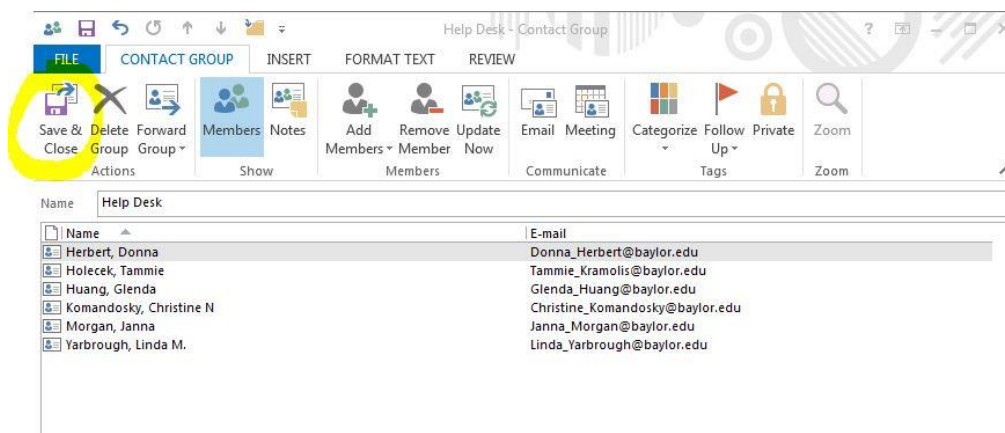
1. While in the “People” or Contacts view of Outlook, click on the “New Contact Group” button on the toolbar.



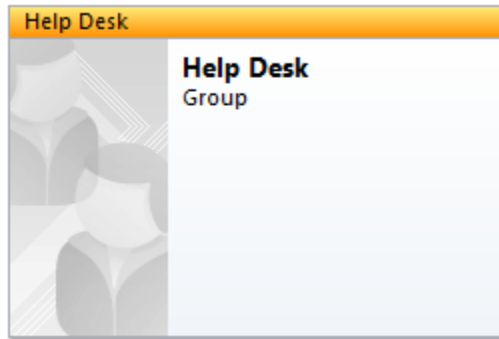
2. Enter a name for the Contact Group, and then click on the “Add Members” button in the toolbar. You can then select if you want to add people from your “Outlook Contacts” or from the “Address Book” (Global Address List). **If they are Baylor employees or students, enter them by last name from the Global Address List.** To enter an off-campus address or one that you don’t have already saved in your Outlook contacts, choose the “New Email Contact” option.



3. When you are finished adding names, you will see the list populated with those names and email addresses. Click on the “Save and Close” button. **NOTE: If correctly entered from the global address list they will display in alphabetical order, last name first, regardless of how entered.** If not entered from the global list they will be listed how entered, non-alphabetized.



4. Contact Groups can be distinguished from individual contacts because they have the word “Group” written below the name of the list in your Contacts view.



5. When you are ready to send a message to the group and have put the group name in the TO: section of your email message, you will see a small plus sign out to the side of the group name. If you click on this plus sign, the group will be expanded so you can see the names of all of the individual members of the list. You may delete or add names to this email, and the original list will remain intact for the next use.

