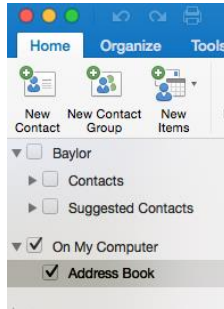
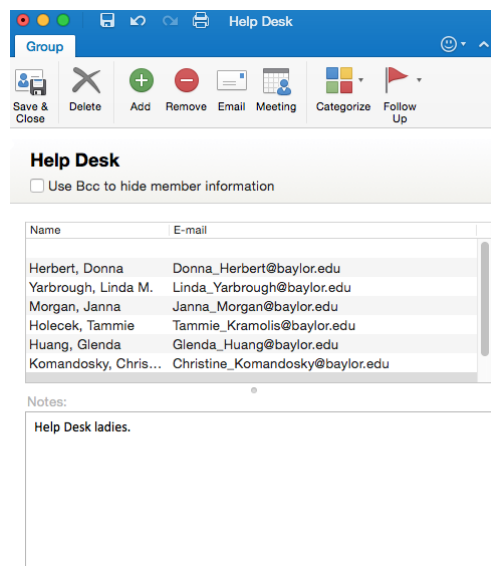


Creating an Outlook 2016 Contact Group

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



2. Enter a name for the Contact Group, and then “Click to Add Members.” 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, it is best to add them from the Global Address List.
3. When you are finished adding names, you will see the list populated with those names and email addresses. You can even add notes about the group, if you like. Click on the Save and Close button.



4. ***NOTE*** Groups are stored locally in Outlook 2016 as well under the “On my computer” section in the “address book.”

5. When you are ready to send a message to the group simply begin a new email message and begin to type the group name on your TO or BCC line. You can also do the same by opening the group from the address book and selecting the “email” icon on the toolbar. Press send when done.

For further assistance, please contact the Help Desk at 254.710.4357