1. To create a Contact Group in Outlook:
   a. IF in Contacts view, on Home tab click on New Contact Group. IF in Mail view, on Home tab click on New Items – More Items – Contact group
   b. Type in a name for the Contact Group
   c. Click on Add Members
      i. From Outlook Contacts - person who will be added to group can be selected from the contacts OR
      ii. In the Members block you can type in an address to add OR
      iii. Copy a list of addresses from an Excel spreadsheet or Word table and paste them into the Members block.
      iv. From Address Book – person who will be added to group must already be in an Outlook address book.
      v. New E-mail Contact – a dialog box comes up for you to type information on a person to be added to the group. NOTE: Check box “Add to Contacts” is selected by default. If you do not want this person added to your contacts folder, uncheck the box.

2. Share Contact Group with Others
   a. Highlight group in Contacts folder
   b. On Home tab – Share choose Forward Contact – As an Outlook Contact
   c. Address E-mail and send
   d. Receiver should open contacts and E-mail with group as an attachment
   e. Click left mouse, hold and drag contact group into the Contact folder in the left navigation bar.
   NOTE: Do not try to drag and drop group into the right side, you must drag into the folder in the navigation bar (grey area to left of contacts.)