

Creating Groups for Outlook

Firstly, what is a group and why create one?

Groups are a collection of email addresses and are generally used to send email to a particular set of people. In other words, a email is sent to your choice of addresses, and no one outside the group needs to know what you have sent.

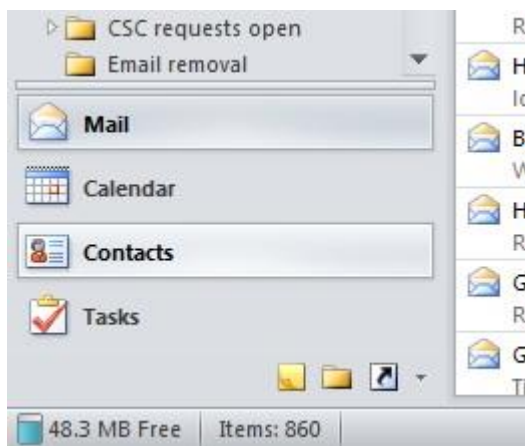
It's like sending an Allstaff but only the staff you want actually get the message.

How to create Groups in Outlook is easy, so I took some screen shots to help you create your own Groups.

Some of the screen shots may be a little distorted due to fitting it within the page.

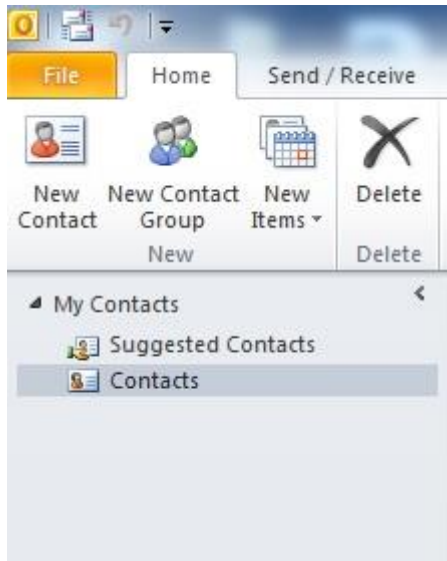
Okay, let's go and create one or two or more.

Open up your Outlook. No picture for this, we all know how our Outlook looks, but take a look at the area on your Outlook as shown in this picture below.

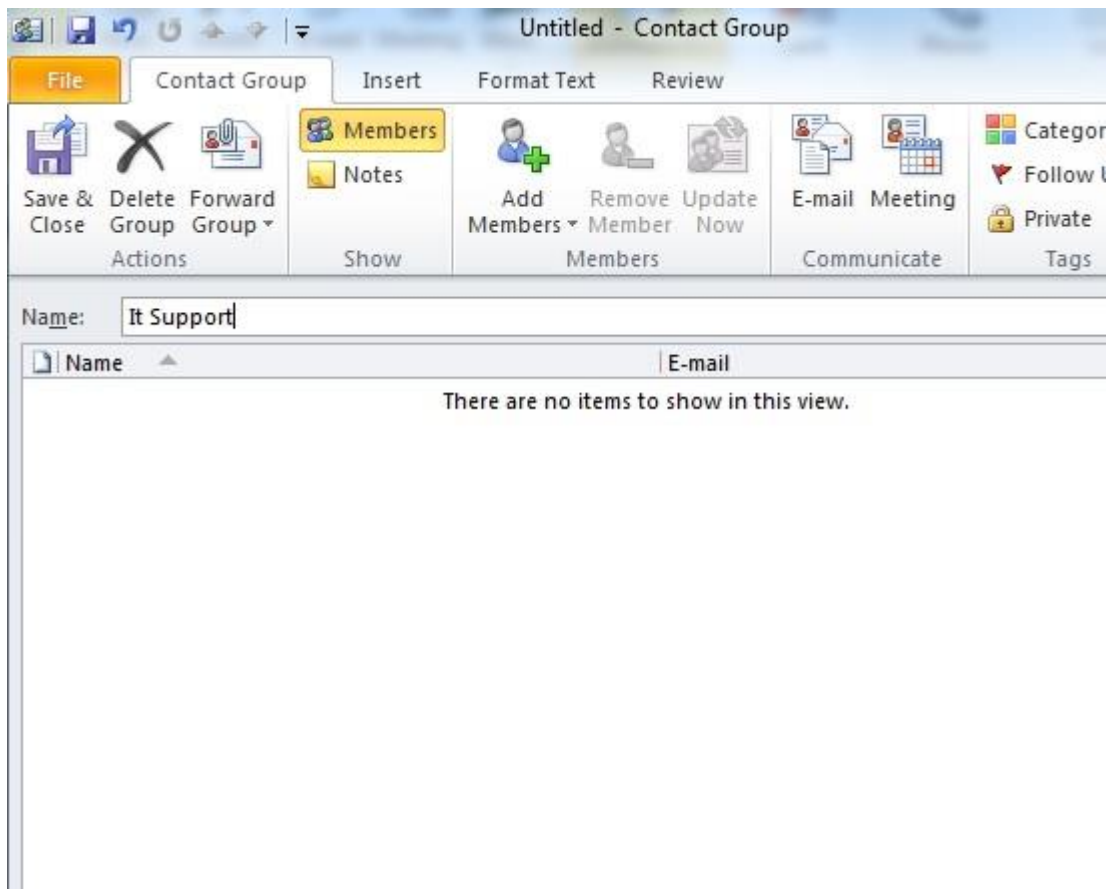


Now click on the Contacts folder. No, not here on this page, the one on your Outlook.

Next you should have a larger picture that I have below with different Contacts.



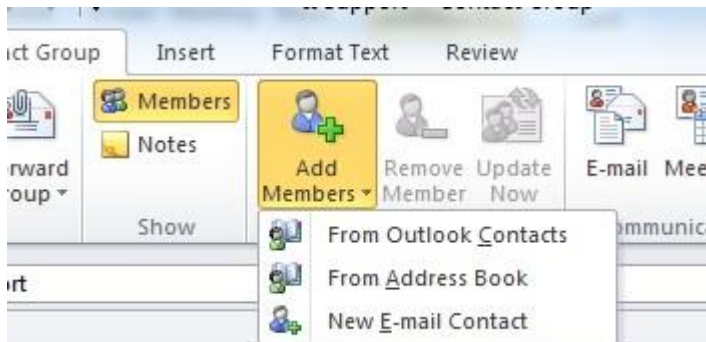
Now click the **New Contact Group** and you will get the following picture or similar.



Here above you can see that I have already given my **Group** a name, now type a **Group** name that is appropriate for you. Continue to the next page to see what to do next.

Now that you have a name for your **Group**, you will want to add members to it.

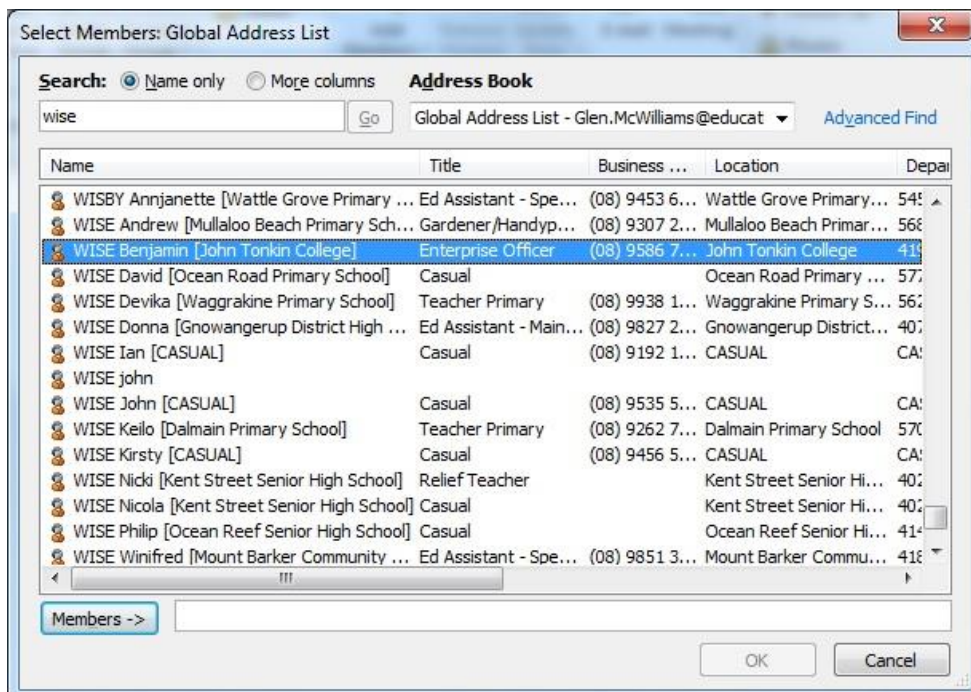
Click on the **Add Members** and you will get the following.



There are no items to show in this view.

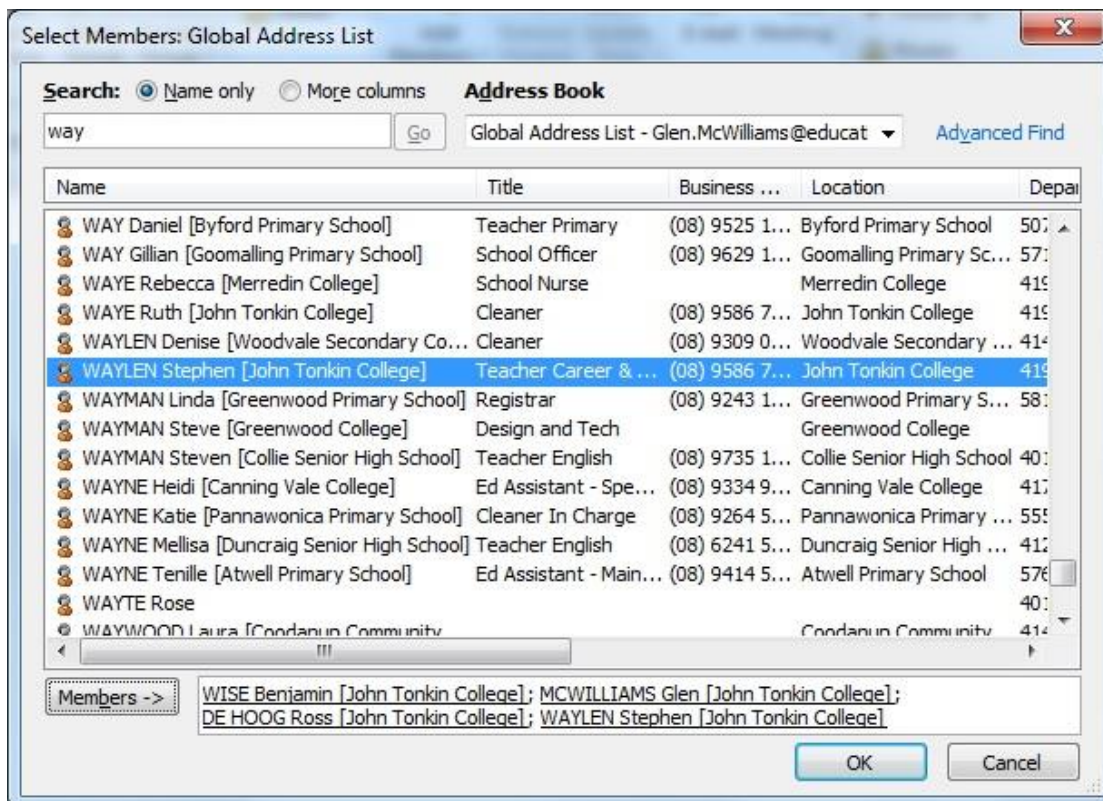
I am going to choose **From Address Book** for this example, mainly because you may not have Contacts, and everyone in the department is listed in the **Address Book**.

Below is what I get when making my selection.



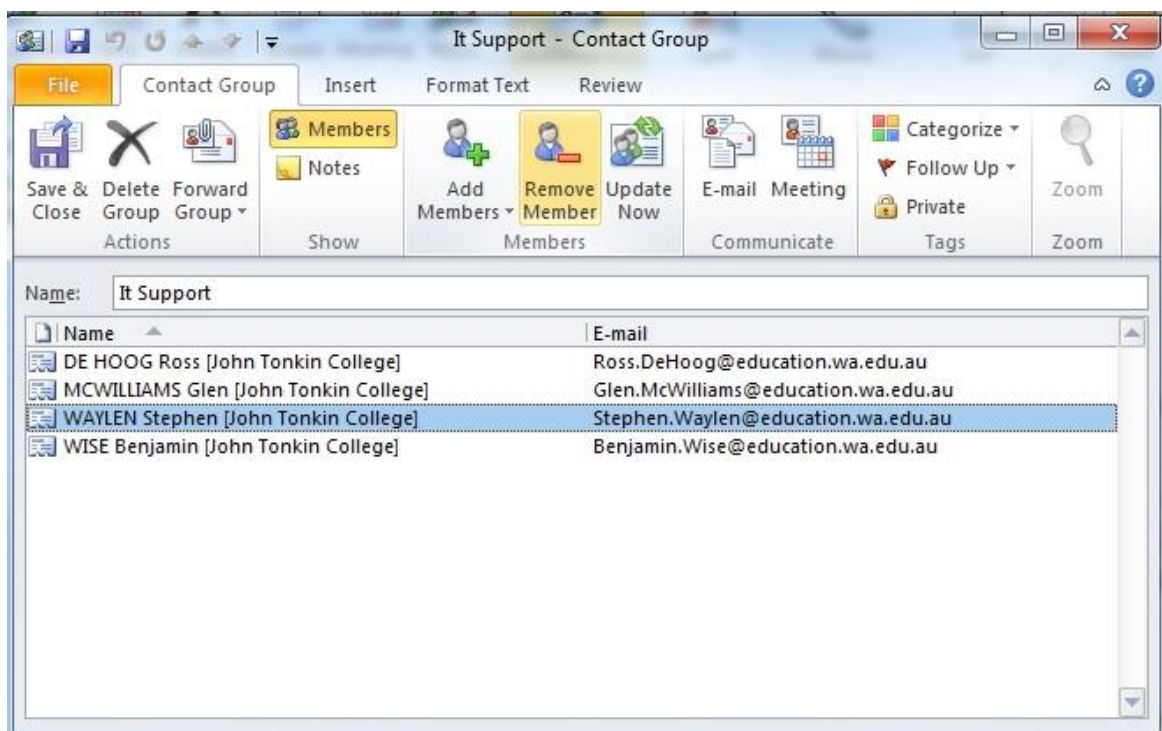
I am going to search for Ben, and add him in. As you start typing a surname, the names start appearing in the list. Once found, I select his name and then click on **Members ->**.

I got impatient and raced off, look at the next page for what I have done.



As you can see, I added four names.

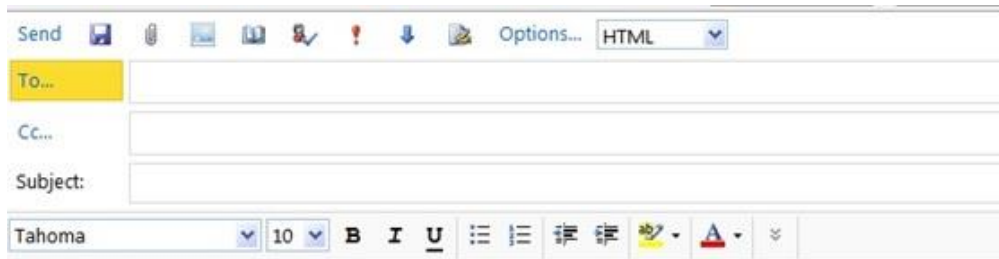
Now that I am finished selecting my recipients, I click on OK, which brings you back to the previous window and looks similar to the picture below.



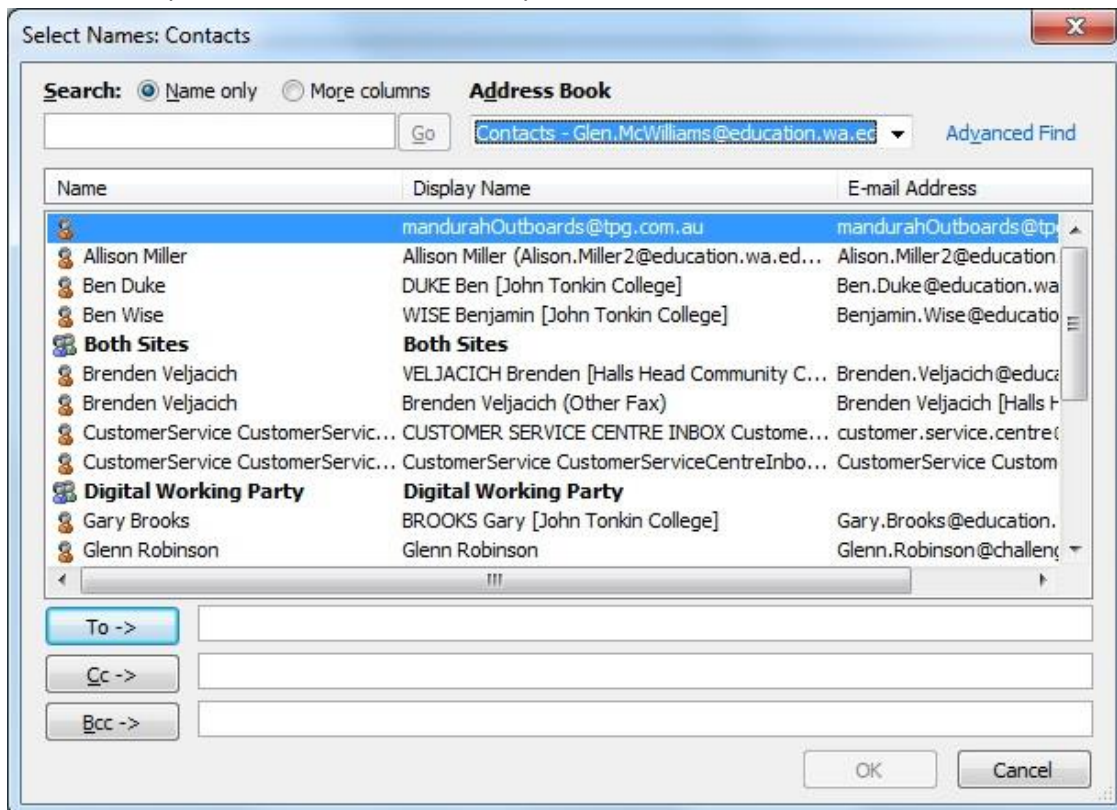
Oops, Waylesy not in IT, so I will select him and click on **Remove Member**. Then click on **Save & Close** to save my Group. Continue on, and we will see how to send mail to your Group.

Sending to a Group is much the same as sending to a Contact, but I will guide you in case you have never used a Contact before.

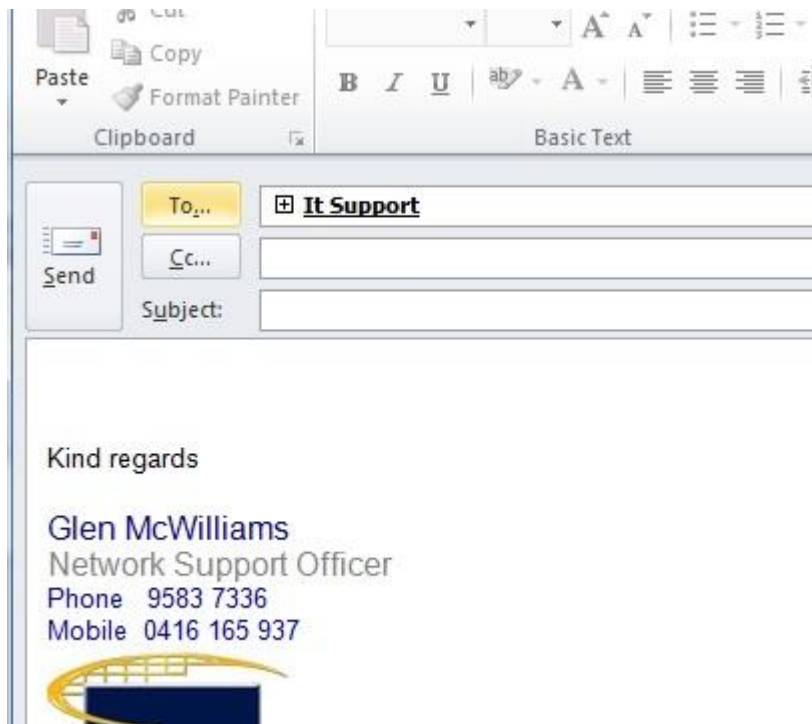
Back on your regular Outlook, click on New mail. You will have something similar to the picture below.



Now click on To..., and you will be back at the **Default Global Address**. But if you click on the drop down arrow, you should be able to choose your own Contacts list. Mine is shown below



From my list, I scroll down, select my Group, then click on To -> and finally click on OK which should bring you back to the window that looks like the one on the next page.



Now back at my email, and with my **Group** selected, I put in an appropriate **Subject**, typed up my email and sent it.

Go ahead, make some Groups up for yourself and if someone leaves the Group or you want to add someone to the Group, it's even easier.

Just go to your Contacts and double click on your **Group**. You will know what to do from there.

I hope this has made your emailing a little easier.