Creating a Contact Group

Objective

This document provides instructions on how to create a contact group in Outlook 2013 (after your LAUSD mailbox has migrated to Office 365).

Contact groups are a great way to simplify sending messages to groups that you may frequently contact such as your Department, each class period, or a group of parents. In Outlook 2013, you can quickly create a contact group that will save you a lot of time throughout the year. This allows you to focus on more important things than sending email!

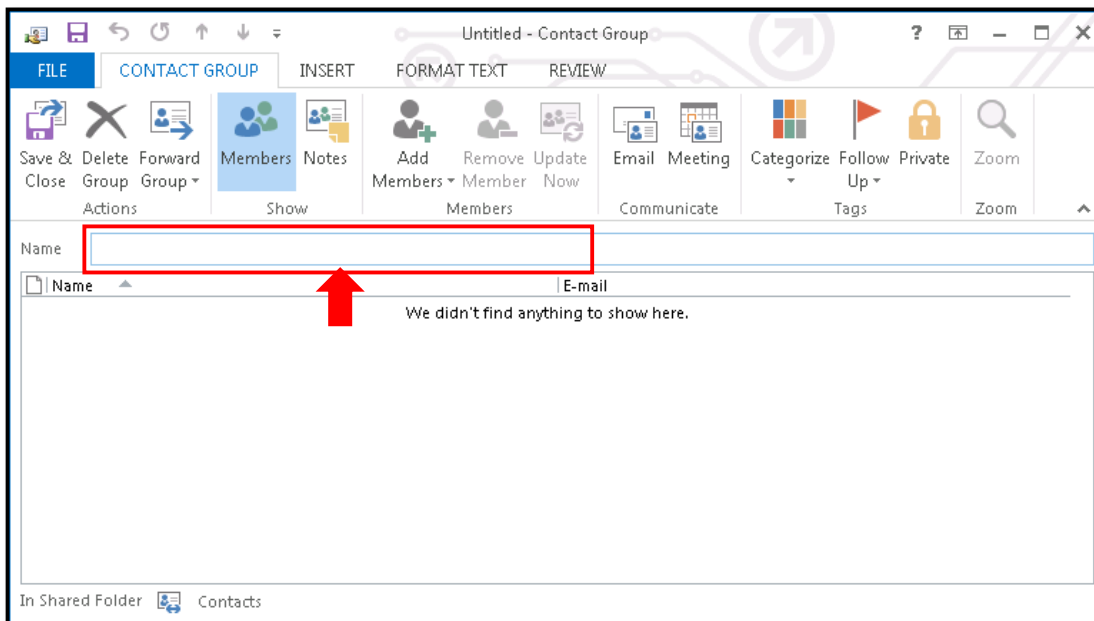**Part 1 – Create a Contact Group**

1. Click **People** in the bottom left corner.

2. Select the **New Contact Group** button in the upper left corner.
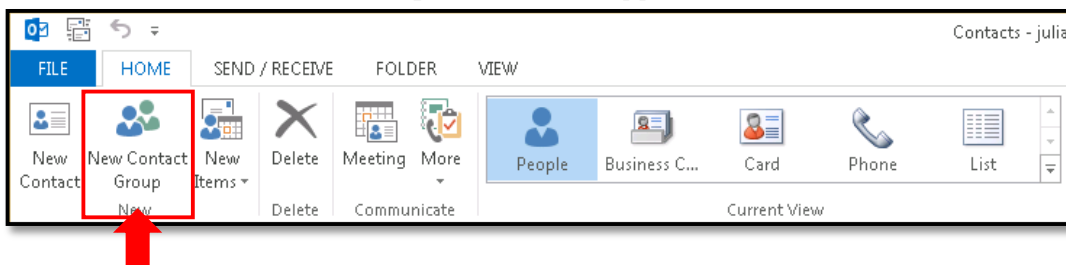

3. This opens a new Contact Group window. Type the name of the group in the **Name** field, such as "Period 4 Chemistry".

4. Under the Contact Group tab in the top left corner, select the **Add Members** button and one of the following:
   a. If you want to add District employees, select **From Address Book**.
   b. If you want to add people *outside* of LAUSD (such as parents and students), select **From Outlook Contacts**.
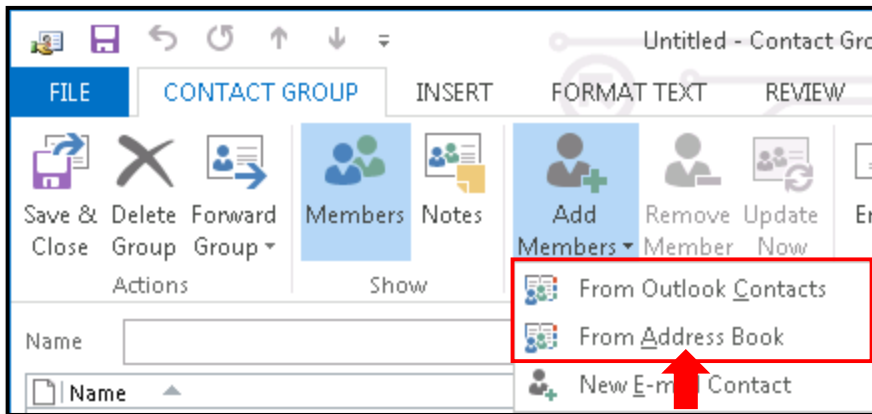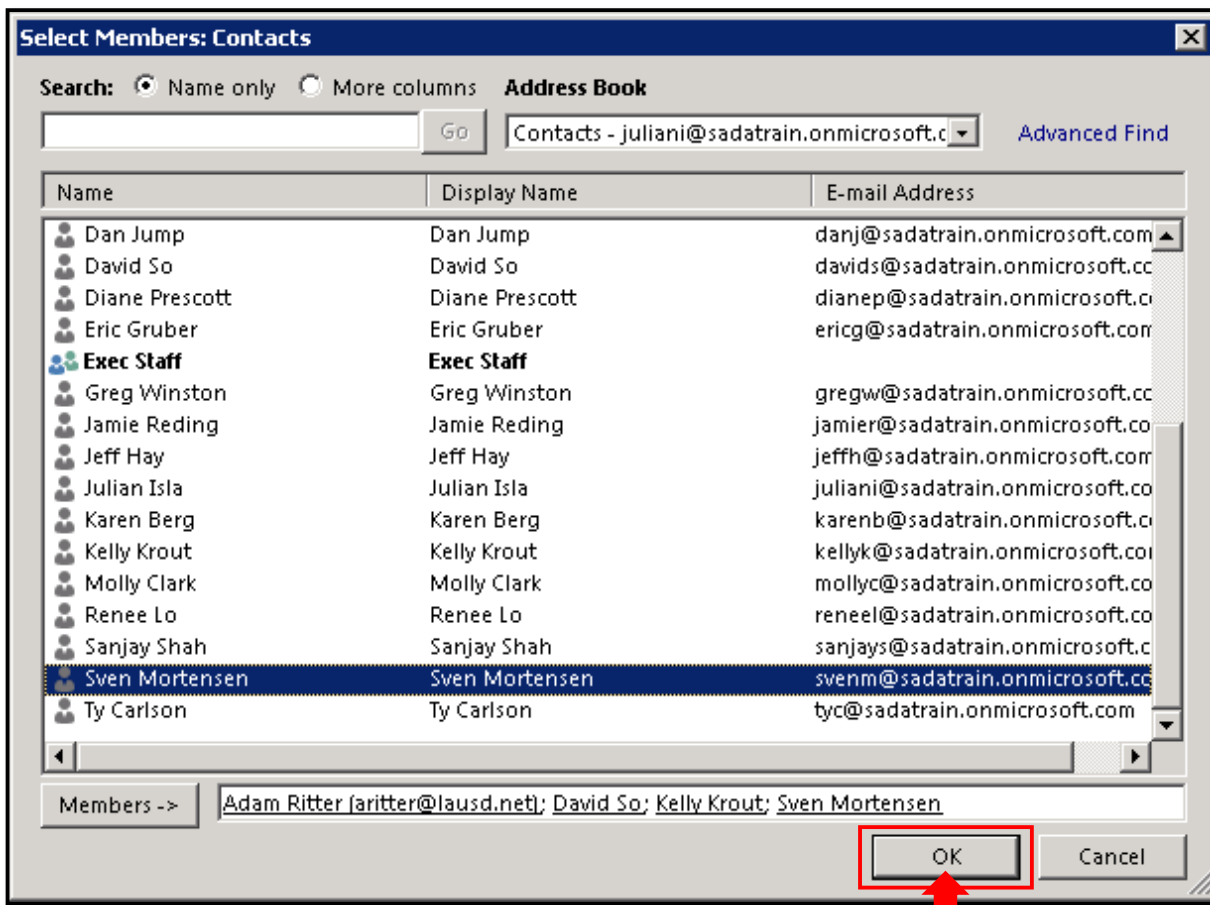

5. The Select Members window opens. To select members, double-click their names, which adds them to the Members field below.
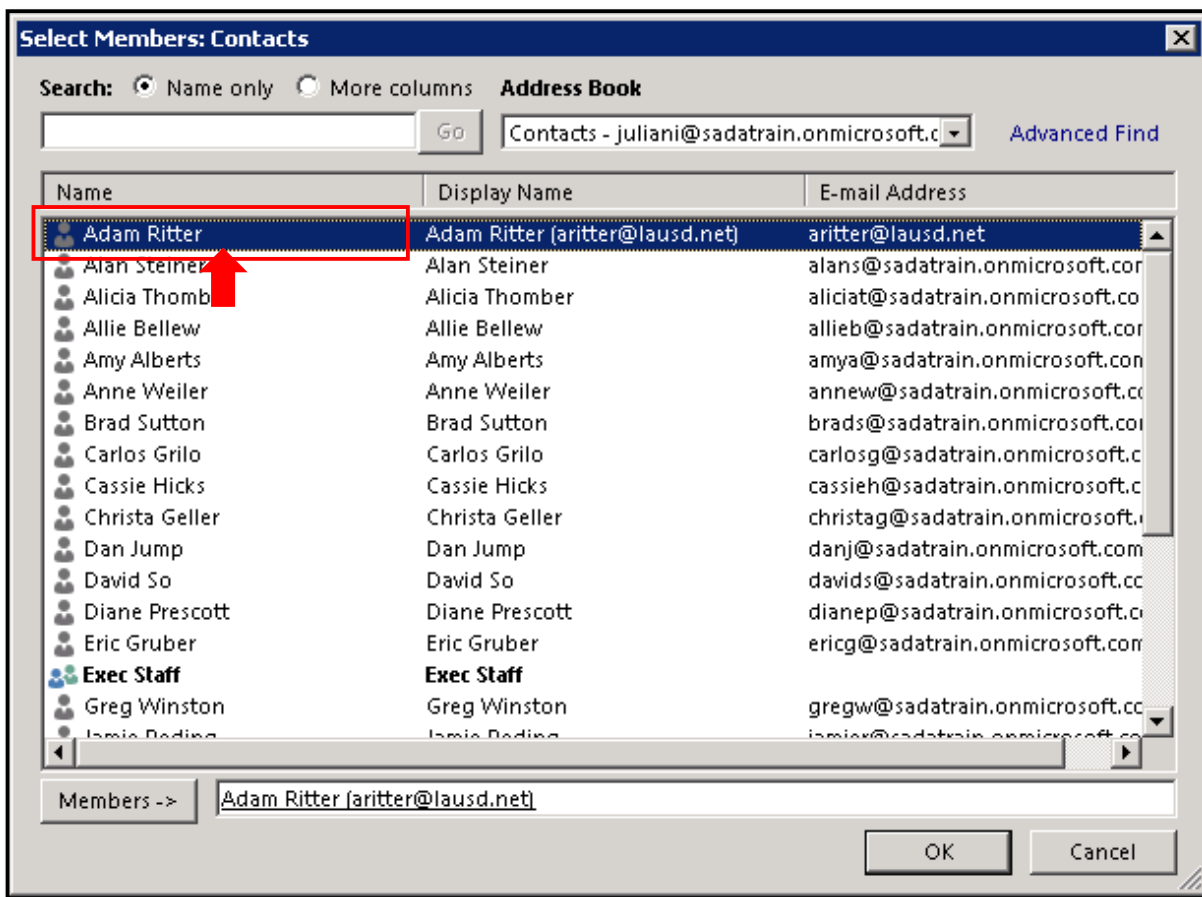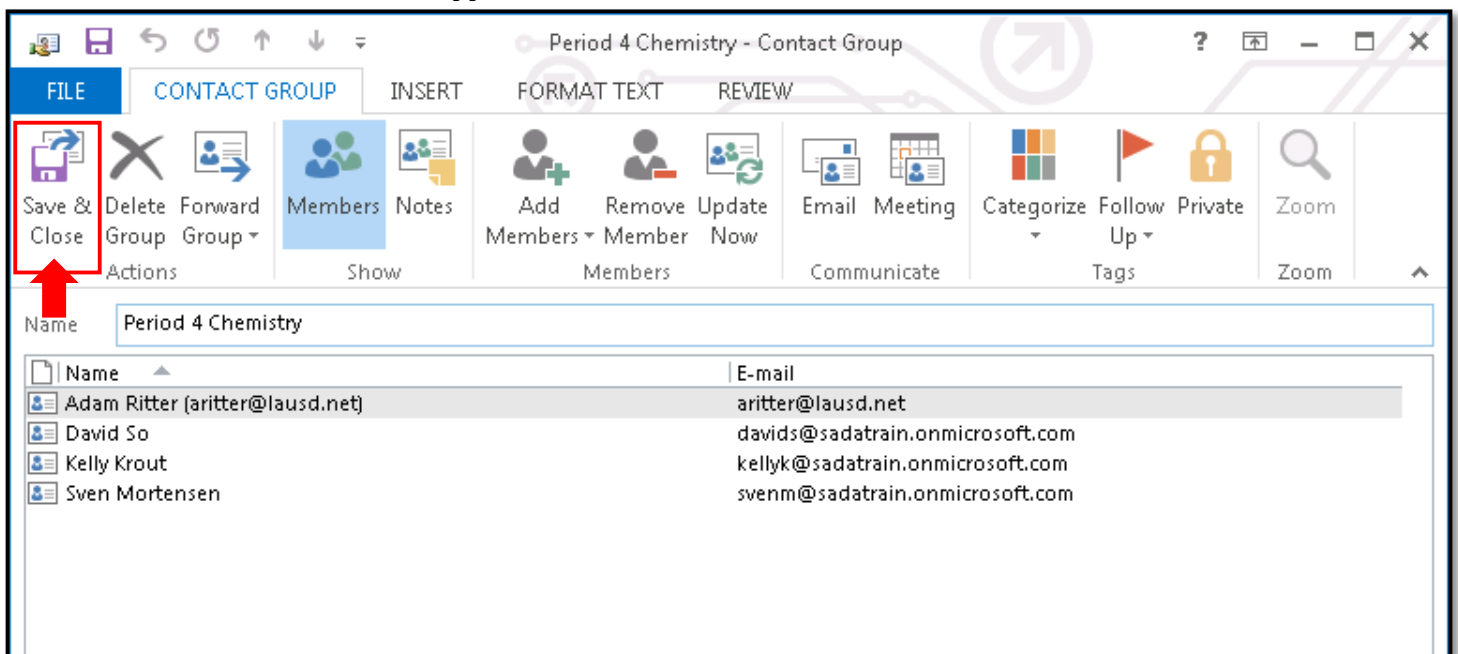

Tip: To search for members in a long list of contacts, type their names into the search field in the top left corner.

6. When you are finished adding members, click **OK** in the bottom right corner of the window.

7. The Select Members window closes, and the Contact Group window displays the members you selected. Click the **Save & Close** button in the upper left corner.
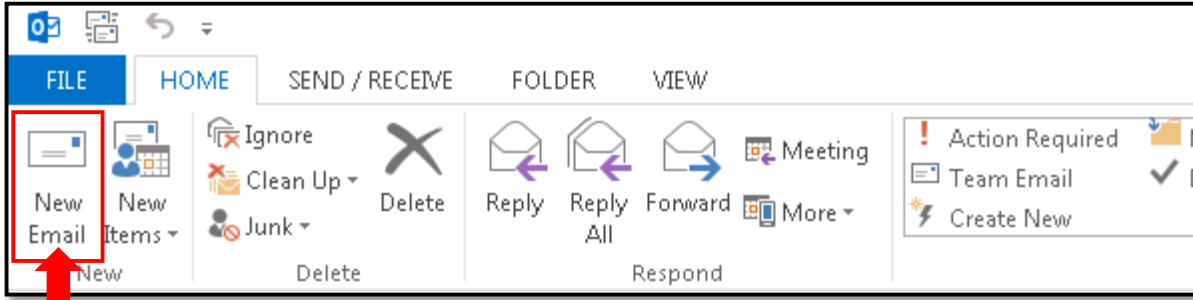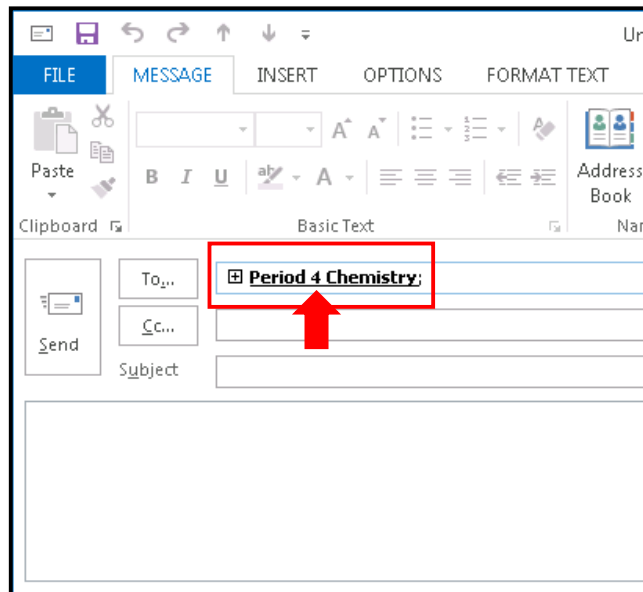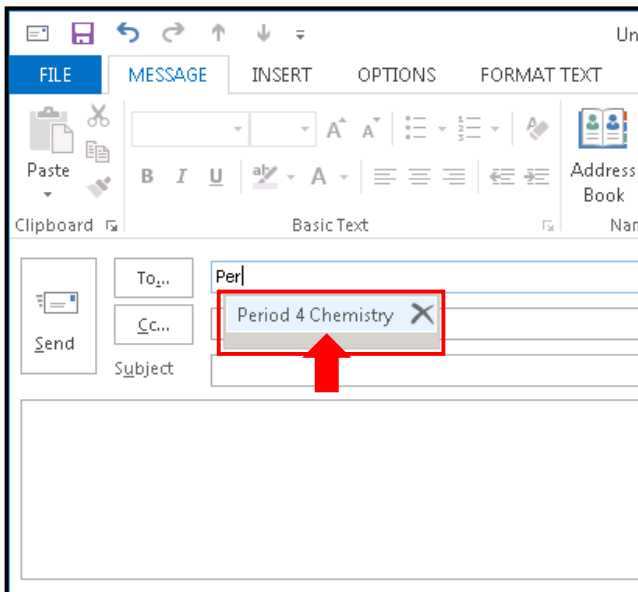
Part 2 – Use a Contact Group

1. Click **Mail** in the bottom left corner.

2. Click the **New Email** button in the top left corner to open a new message.

3. Type the name of the group in the **To** field, and select the contact group from the auto-suggested addresses.
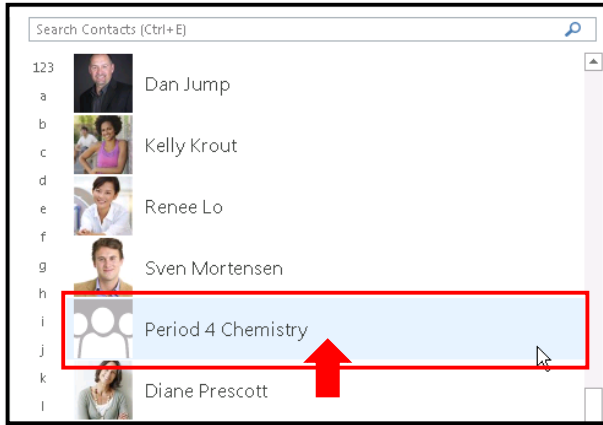

Tip: To see the members of the contact group, click the **+** next to the contact group name. You will be prompted that once you expand the contact group, you cannot collapse it again. Click **OK.**
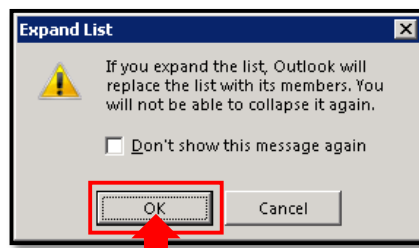
Part 3 – Edit a Contact Group

1. Double-click the contact group in your contact list.

2. This opens the group member list in a new window.
   a. To add new members, click the **Add Members** button, and follow steps 4-7 under *Create a Contact Group* above.
   b. To remove a member from the group, select the member you would like to remove, and click the **Remove Member** button from the menu across the top.
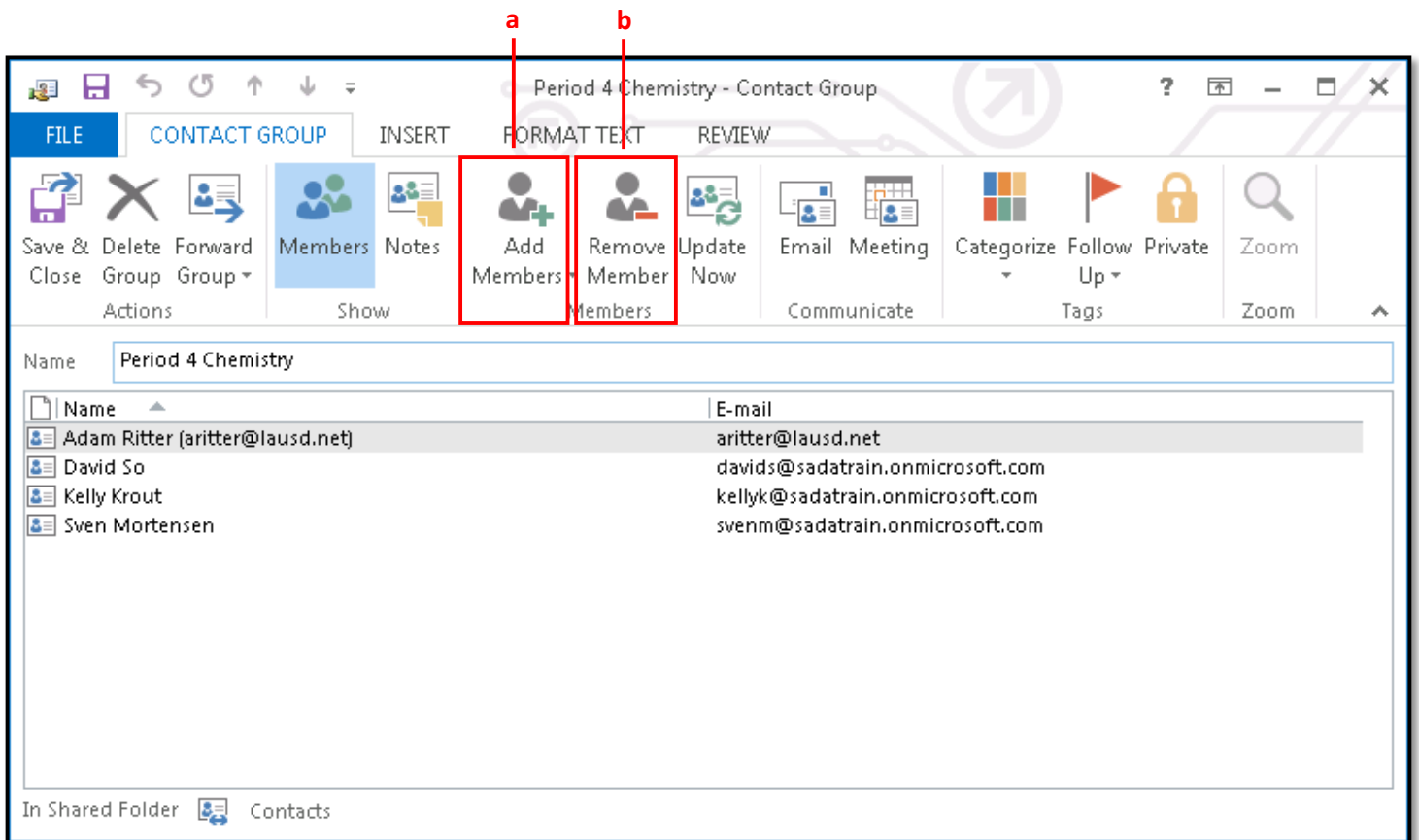
3. Once complete, click the **Save & Close** button in the upper left corner.