

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**.

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Name 🔺	🔩 New <u>E</u> -m Contact	

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

Select Members: Contacts		×
Search: 💿 Name only 🔿 Mo	re columns Address Book	
	Go Contacts - juliani@sadatr	ain.onmicrosoft.c Advanced Find
	,	
Name	Display Name	E-mail Address
💄 Adam Ritter	Adam Ritter (aritter@lausd.net)	aritter@lausd.net 🗾
🔓 Alan Steiner	Alan Steiner	alans@sadatrain.onmicrosoft.cor
🚨 Alicia Thomb	Alicia Thomber	aliciat@sadatrain.onmicrosoft.co
🚨 Allie Bellew	Allie Bellew	allieb@sadatrain.onmicrosoft.cor
🚨 Amy Alberts	Amy Alberts	amya@sadatrain.onmicrosoft.con
🚨 Anne Weiler	Anne Weiler	annew@sadatrain.onmicrosoft.cc
🚨 Brad Sutton	Brad Sutton	brads@sadatrain.onmicrosoft.coi
🚨 Carlos Grilo	Carlos Grilo	carlosg@sadatrain.onmicrosoft.c
🚨 Cassie Hicks	Cassie Hicks	cassieh@sadatrain.onmicrosoft.c
🚨 Christa Geller	Christa Geller	christag@sadatrain.onmicrosoft.
🚨 Dan Jump	Dan Jump	danj@sadatrain.onmicrosoft.com
🚨 David So	David So	davids@sadatrain.onmicrosoft.cc
🚨 Diane Prescott	Diane Prescott	dianep@sadatrain.onmicrosoft.c
🚨 Eric Gruber	Eric Gruber	ericg@sadatrain.onmicrosoft.com
🚓 Exec Staff	Exec Staff	
🚨 Greg Winston	Greg Winston	gregw@sadatrain.onmicrosoft.cc
Innia Dading	Ismia Dading	ismiar@cadatrain.onmicrocoft.co
Members -> Adam Ritter (a	<u>ritter@lausd.net)</u>	
		OK Cancel



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.

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	Go Contacts - juliani@	Sadatrain.onmicrosoft.c 💌 Advanced Find
Name	Display Name	E-mail Address
🚨 Dan Jump	Dan Jump	danj@sadatrain.onmicrosoft.com 🔺
🚨 David So	David So	davids@sadatrain.onmicrosoft.cc
🚨 Diane Prescott	Diane Prescott	dianep@sadatrain.onmicrosoft.ci
🚨 Eric Gruber	Eric Gruber	ericg@sadatrain.onmicrosoft.com
🖧 Exec Staff	Exec Staff	
🚨 Greg Winston	Greg Winston	gregw@sadatrain.onmicrosoft.cc
🚨 Jamie Reding	Jamie Reding	jamier@sadatrain.onmicrosoft.co
🚨 Jeff Hay	Jeff Hay	jeffh@sadatrain.onmicrosoft.com
🚨 Julian Isla	Julian Isla	juliani@sadatrain.onmicrosoft.co
🚨 Karen Berg	Karen Berg	karenb@sadatrain.onmicrosoft.co
🚨 Kelly Krout	Kelly Krout	kellyk@sadatrain.onmicrosoft.coi
🚨 Molly Clark	Molly Clark	mollyc@sadatrain.onmicrosoft.co
🔓 Renee Lo	Renee Lo	reneel@sadatrain.onmicrosoft.co
🚨 Sanjay Shah	Sanjay Shah	sanjays@sadatrain.onmicrosoft.c
🔓 Sven Mortensen	Sven Mortensen	svenm@sadatrain.onmicrosoft.cc
🏖 Ty Carlson	Ty Carlson	tyc@sadatrain.onmicrosoft.com
•		
Members -> Adam Ritter	(aritter@lausd.net); David So; Kelly	Krout; Sven Mortensen
		OK Cancel

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.

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Part 2 - Use a Contact Group

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

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

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

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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**.

Expand List 🗙	
If you expand the list, Outlook will replace the list with its members. You will not be able to collapse it again.	
\Box Don't show this message again	To Adam Ritter (aritter@lausd.net); David So; Kelly Krout; Sven Morter
Cancel	<u><u><u></u><u></u><u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u></u></u></u>

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.