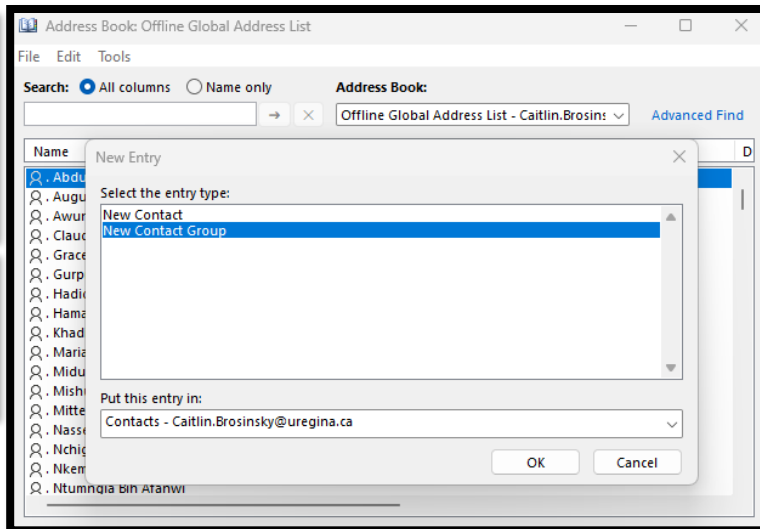
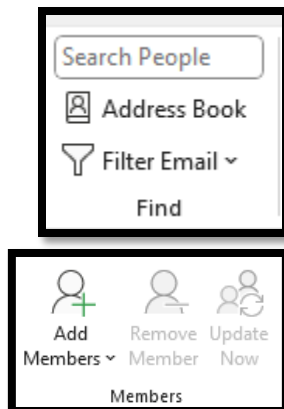


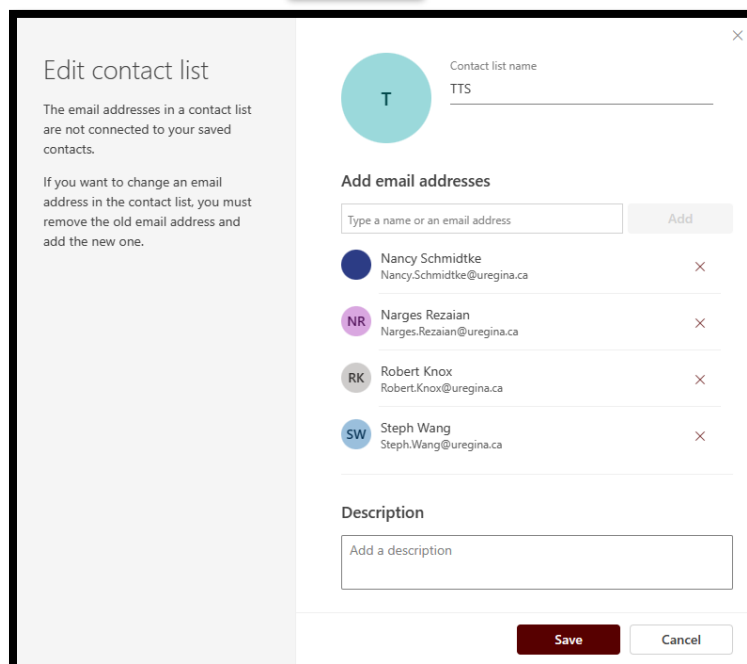
How to Create a Contact Group in Classic Outlook

1. Under Find, select **Address Book**
2. In the pop-up, select **File**
3. Then Select **New Entry**
4. Select **New Contact Group**
5. Click **Ok**
6. Title your Contact Group
7. Select **Add Members**
8. Change your **Address Book to Global Address List**
9. Search for the person(s)
10. Select **Members**
11. Click **Ok**
12. Select **Save & Close**



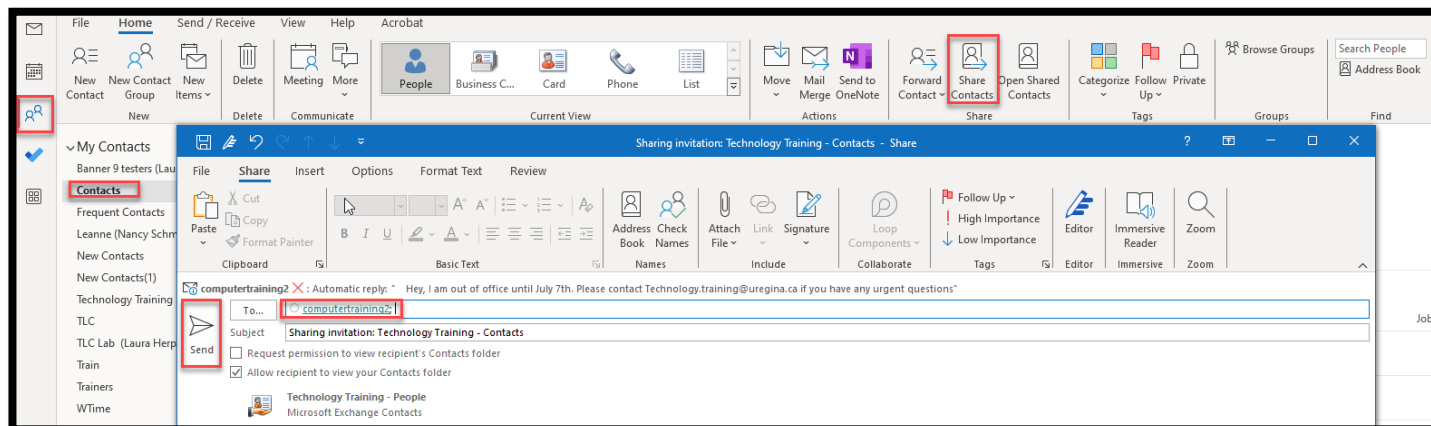
How to Create a Contact List in the New Outlook

1. Select the people icon on the left-hand side of the screen.
2. Select **Add to List**
3. Title your Contact List
4. Go under **Contact Lists** in the left-hand side of the screen
5. Find and select your list
6. Click **Edit**
7. Search for the person(s)
8. Select **Add**
9. Click **Save**



How to Share Contact Group in Classic Outlook

1. Click on the two people on your side navigation bar
2. Click **Contact**
3. Select the Group you want to share
4. Click **Share Contacts**
5. Add the people you want to share with under **To...**
6. Click **Send**



How to Open a Share Contact Group in Classic Outlook

1. You should receive a **Sharing invitation** email.
2. Open the email (The Reading Pane won't work)
3. Click **Open this Contacts folder**

