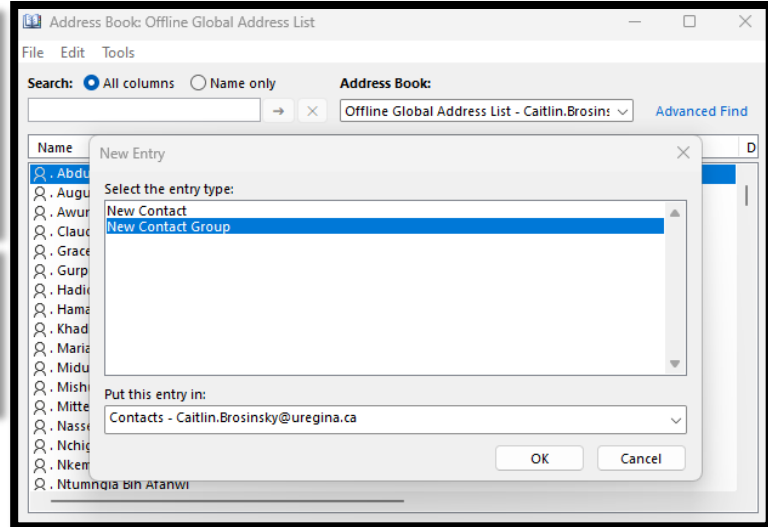
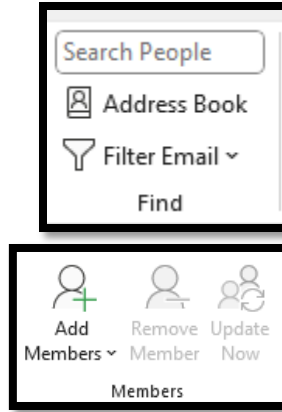


How to Create a Contact Group in Classic Outlook

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**

