

CONTACT GROUPS (*DISTRIBUTION LISTS*)

CONTACT GROUPS (FORMERLY KNOWN AS DISTRIBUTION LISTS)

A **Contact Group**, known in previous Outlook versions as a **distribution list**, is a grouping of email addresses collected under one name. A message sent to a Contact Group goes to all recipients that are listed in the group. You can include Contact Groups in messages, task requests, meeting requests, and in other Contact Groups.

CREATE A CONTACT GROUP

Use one of the following methods to create a contact group:

METHOD #1. CREATE A CONTACT GROUP WITH NEW NAMES OR NAMES IN THE ADDRESS BOOK



1. In Contacts, on the **Home** tab, in the **New** group, click **New Contact Group**.
2. In the **Name** box, type a name for the Contact Group.
3. On the **Contact Group** tab, in the **Members** group, click **Add Members**, and then click **From Outlook Contacts**, **From Address Book** or **New Email Contact**.
4. If you are adding a new email contact, enter the information for the person in the **Add New Member** dialog box.

If you are adding a member from Outlook Contacts or an Address Book, do the following:

1. In the **Address Book** drop-down list, click the address book that contains the email addresses that you want to include in your Contact Group.
2. In the list of names, click the names that you want, and then click **Members**. You can add names from different address books to the same Contact Group.
5. Do this for each person whom you want to add to the Contact Group, and then click **OK**.
The Contact Group is saved in your **Contacts** folder under the name that you give it.

METHOD #2. CREATE A CONTACT GROUP BY COPYING NAMES FROM AN EMAIL MESSAGE

1. In the message that you want to copy the names from, click the names in the **To** or **Cc** box.
2. Right-click your selection, and then click **Copy**.
3. In Mail, on the **Home** tab, in the **New** group, click **New Items**, then click **More Items**, and then click **Contact Group**.
4. In the **Name** box, type a name for the Contact Group.
5. On the **Contact Group** tab, in the **Members** group, click **Add Members**, and then click either **From Outlook Contacts** or **From Address Book**.

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6. At the bottom of the **Select Members** dialog box, in the **Members** box, right-click, and then click **Paste**.

Note: A member doesn't have to be in your Address Book to be added to the Contact Group. The member's name and email address are included when you copy and paste from the original email message.

REFERENCES

Microsoft Corp. "Outlook Help."

Help Sheet compiled by Marsha Ann Tate, Ph.D., January 23, 2016. Last updated May 2, 2016. Questions or comment?
info@mtateresearch.com