Easily create an email group	Brought to you by Lisa Schwaiger - HelpDesk Triage and Computer Tech (now in MT-403)

SITUATION:

I email a certain group of people all the time. It's all the people who work on Study X with me.
How can I set that up so that it's super easy?
In other words, I don't want to have to type each person each time.

SOLUTION:

You can set up your own "contact group" – which is like a personal email group or distribution group.

To illustrate, let's say those people are Alice, Bob, Charlie and Denise.

In Outlook,

- Go into the [Address Book]   Address Book
- Choose [File] [New Entry…] [New Contact Group]
- Name it something that makes sense to you. For example "StudyX".
- Click [Add Members]
- Click [From Address Book].
  - o Note: If the person is not in the Address Book, you can click [New Email Contact] instead.
- Find and click on Alice. (Her name will appear in the Members box at the bottom.)
- Click [OK]
- Repeat for Bob and Charlie and Denise
- [Save and Close]

Now, you can simply email to "StudyX" and all those people will get it.
In other words, when you go to add a recipient while creating a new email, begin typing the new group name you have just created and it will appear in your drop down selections.

Note: This is personal to you; others won't be able to see or use a contact group you create.

Or see instructions here: https://support.office.com/en-us/article/Create-a-contact-group-or-distribution-list-in-Outlook-88ff6c60-0a1d-4b54-8c9d-9e1a71bc3023#create