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Sent: Thursday, April 29, 2021 8:46 AM
To: DOPM All Users <DOPMAllUsers@uabmc.edu>
Subject: Computer Tip of the Week -- Create your own "Contact Group"

Create your own "Contact Group"

Brought to you by **Lisa Schwaiger**
- DOPM HelpDesk Triage and Computer Tech,
currently working from home



QUESTION:

I often email 5 different people that are all interested in work I'm doing on ABC-Project.

To do that, I either:

- type each of their names individually,
- or find a previous similar email so I can copy and paste from that

This works okay, but:

- it's tiresome
- I've occasionally forgotten someone
- I've occasionally sent to a wrong person (because of similar name)

Is there a way where I can put ABCProjectTeam in the "To" line, and Outlook will just know to send it to those 5 people?

ANSWER:

Yes.

You can create a "Contact Group" – which is like a Distribution Group, but it only works for the person who created it.

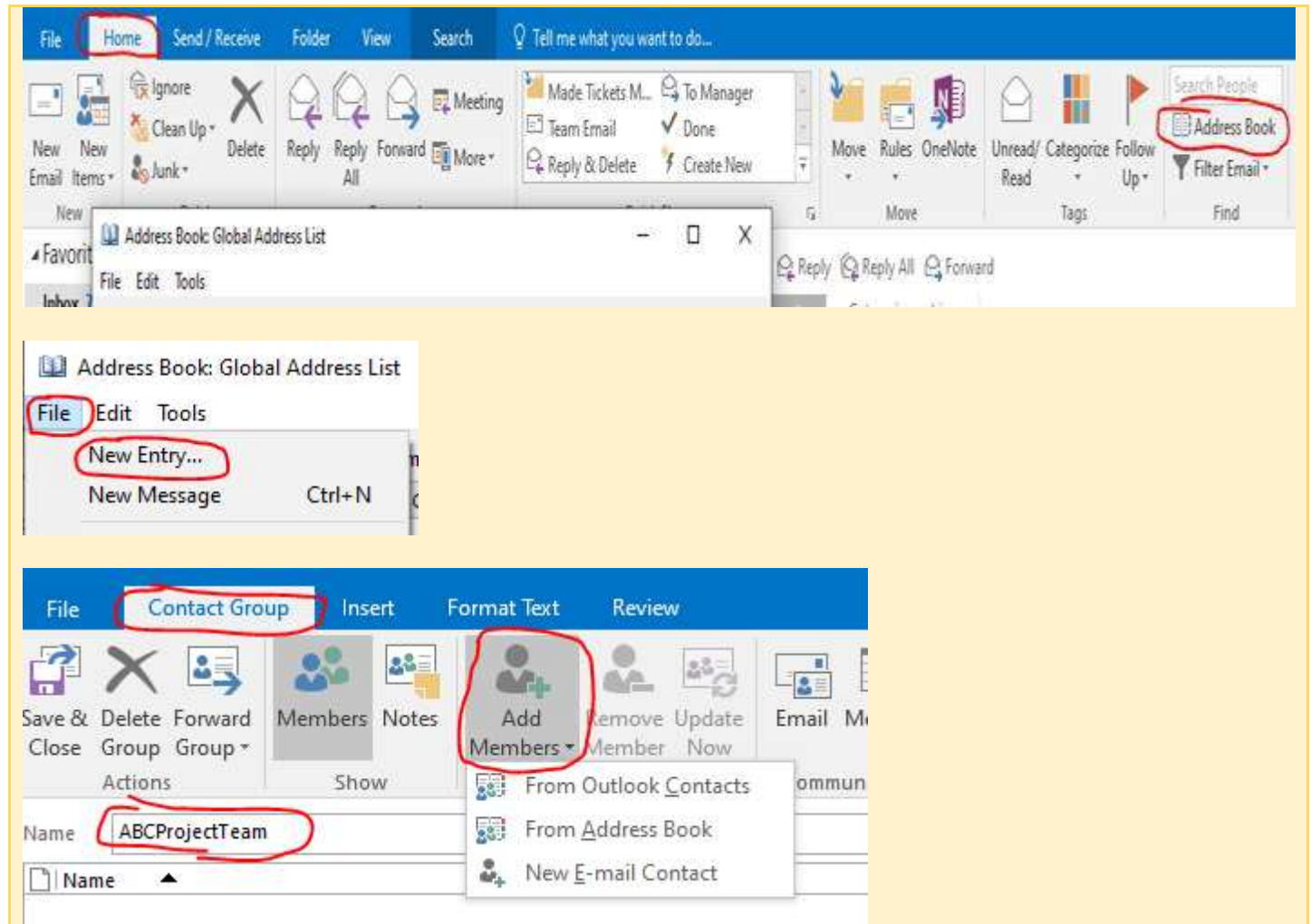
Here's how:

In the main screen of Outlook:

- Click on **Home** tab (as circled in red in below screen shot)
- Click on **Address Book** (as circled in red in below screen shot)
- Click **File** (as circled in red in below screen shot)
- Click **New Entry...** (as circled in red in below screen shot)
- DOUBLE-Click **New Contact Group**
- Put the name you want to call it in the **Name** box, in this case ABCProjectTeam
- Click **Add Members** (as circled in red in below screen shot)
 - In this case the Members will be those 5 people
 - So add them 😊:
 - The easiest way to add them is "**From Address Book**"
 - Find the first person by either...
 - typing in their first or last name in the box to the left of the [Go] button and then click [Go]
 - or click "Advanced Find"
 - When you find them, DOUBLE-click on them and "OK". (That will add them at the bottom to the Members box.)
 - And repeat for the other 4 people.
 - Note: If a person is not in the Address Book, you can choose the "**New E-mail contact**" and type in their email address.
 - When all the members are added, Click [Ok] on the bottom right.
- **Save and Close** (on the top left)

That's it. ☺

Now, going forward when you type ABCProjectTeam in the "To" line, Outlook will know you mean those 5 people.



HOW TO EDIT/VIEW:

If you want to go back later and see (or edit) any Contact Groups you have created:

- Go to the Address Book as shown above
- Change Search to "Name only"
- Change "Address Book" to "Contacts"



NOTE:

This is NOT the same thing as a Distribution Group (aka Distribution List).

- A Distribution Group can be used by most anyone.
- A Contact Group can only be used by the person who created it.

For example: dopmHelp@uabmc.edu is a Distribution Group.

When anyone emails to dopmHelp@uabmc.edu, that email message goes to all 4 people who work at the DOPM Help Desk.

If a particular person sets up a Contact Group (like “ABCProjectTeam” in this example) it will only work for THAT person. If anyone else (even if they are Members of that Contact Group) types in ABCProjectTeam in the “To” line, Outlook won’t know what that is.

Was this helpful? Do you have suggestions for a future Tip of the Week? Do you have any other comments?
Let us know at dopmHelp@uabmc.edu

To see an archive of past Tips of the Week: <http://www.uab.edu/medicine/dopm/help/totw>