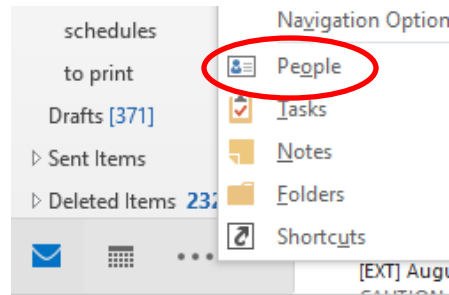
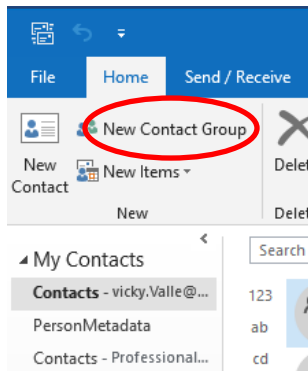


# Create an Outlook contact group

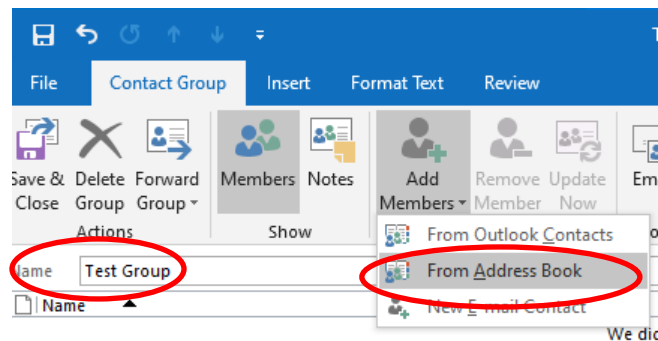
It's convenient to have a contact group (also known as a distribution list) when you email the same group of people regularly. Start creating one by going to your navigation bar and selecting "People". You may need to click on the ellipsis menu to view this option.



Select "New Contact Group"



Give it a name then select "Add Members" from "Address Book". You can also use Outlook contacts for anyone outside the district.



Add names by double clicking on them in the list of names. Those names will be moved into the “Members” area at the bottom of the window.

You can also paste a list directly from the “To” field of another email into the “Members” area. If it’s an email written by someone else, you may need to click “Reply all” for the ability to copy (just don’t send it).

Once you have all of your names, hit “Okay”.

Select name here by double-clicking

Or copy from an existing email and paste here.

| Name                | Title               | Business Phone | Location            |
|---------------------|---------------------|----------------|---------------------|
| A&R.Rancho          |                     |                |                     |
| AADC                |                     |                |                     |
| Aaron Amberg        | Staff               | 909-652-6525   | SSA 202             |
| Aaron Day           | Adjunct Faculty     |                | VPA - Digital Medi  |
| Aaron Sadiq         | Staff               | 909-652-6720   | Maintenance & Op    |
| Abdon Padilla       | Adjunct Faculty     |                | Accounting          |
| Abel Chen           | Faculty             | 909-652-6847   | BE 123              |
| Accounts Payable    | Generic Account     | 909-651-6021   | Accounting Service  |
| ACT Staff           | Generic Account     | 909 652-6213   | BE Bldg.            |
| Adalberto Rodriguez | Professional Expert | 909-652-6507   | Panther Care        |
| Adam Martinez       | Faculty             | 909-652-6964   | LA 121 - English    |
| Adam Masi           | Staff               | 909-652-6789   | Information Techn   |
| Adan Fernandez      | Adjunct Faculty     |                | VPA - Music         |
| Adeel Rizvi         | Faculty             |                | Health Sciences - F |
| Adele Fass          | Adjunct Faculty     |                | ASL - Language Ar   |
| Adjunct Faculty     |                     |                |                     |

Members: Silvia Valverde Jaimes <Silvia.ValverdeJaimes@chaffey.edu>; Stephanie Smith <Stephanie.Smith@chaffey.edu>; Sylvia Crum <Sylvia.Crum@chaffey.edu>; Valeen Gonzales <Valeen.Gonzales@chaffey.edu>; Veronica Rios <Veronica.Rios@chaffey.edu>; Yubel Svensson <Yubel.Svensson@chaffey.edu>; Yvonne Vitt <Yvonne.Vitt@chaffey.edu>

Save & Close

File Contact Group Insert Format Text

Save & Close Delete Forward Close Group Group Members Notes Adc Membe

Name Test Group

- Alex Rodriguez
- Alice Soto
- Alyssa Kraus
- Angelita Thomas
- Arneli Rodriguez

To use your contact group simply add name of the group to the “To” field of your email. Write your email and send.