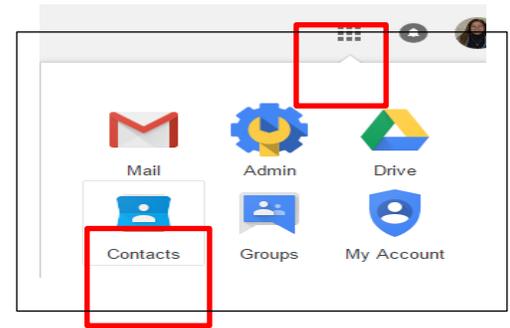


Create a contact group

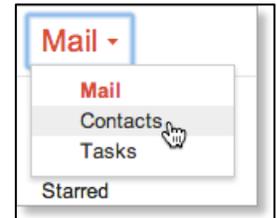
1. Click on the **Waffle**
2. Select **Contacts**



or

If you are already in your email,

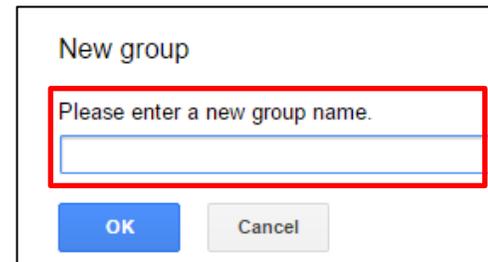
1. In the upper-left corner, click the arrow by **Mail** and then click **Contacts**.



2. In next window
3. Click **New Group** in the left pane



5. Enter the name of the group in the dialog box that appears.
6. Click **OK**.



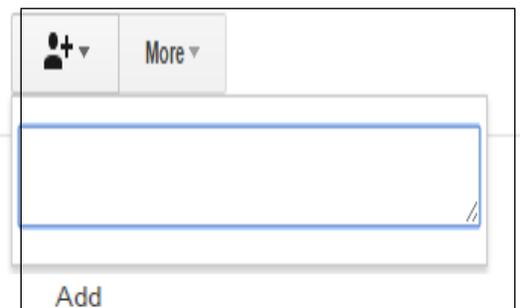
NOTE: If you have already added names to your Contact Manager, skip steps below and follow steps on next page.

7. On the left navigation pane, click on the downward arrow in front of **“My Contacts”**
8. Your new group name should appear from dropdown menu
9. Click once on the new group name.



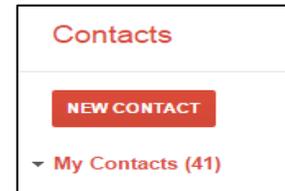
On the right, is where you will add your contacts to the group.

10. Click on the **Add to** icon 
11. A box appears below the icon.
12. Start to type in their email address in the box
13. If you have corresponded with them before, then it should auto populate their email and you would just click on it and click Add otherwise,
14. Type in entire email address
15. Click **Add**.
16. Continue till all contacts have been added to this group

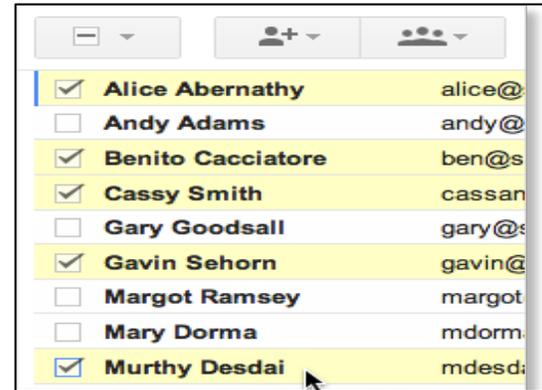


Contacts already added to the Contact Manager.

1. Click once on “**My Contacts**”



2. On the right, all your contacts that you added to the *Contact Manager* appear.
3. Click in the box in front of the name to include them in this new group.
4. Once everyone you want in the group is selected



5. Click on the **Groups** icon  at top of list.



6. Click on the group name, in the dropdown menu, to which you want to add the contacts

7. Click **Apply**.

8. Next, on the left pane, click on the arrow in front of “*My Contacts*”

9. Any Groups that you created will show in a dropdown menu.

10. Click on the desired group name

11. The names in the group will appear on the right side of the screen.

