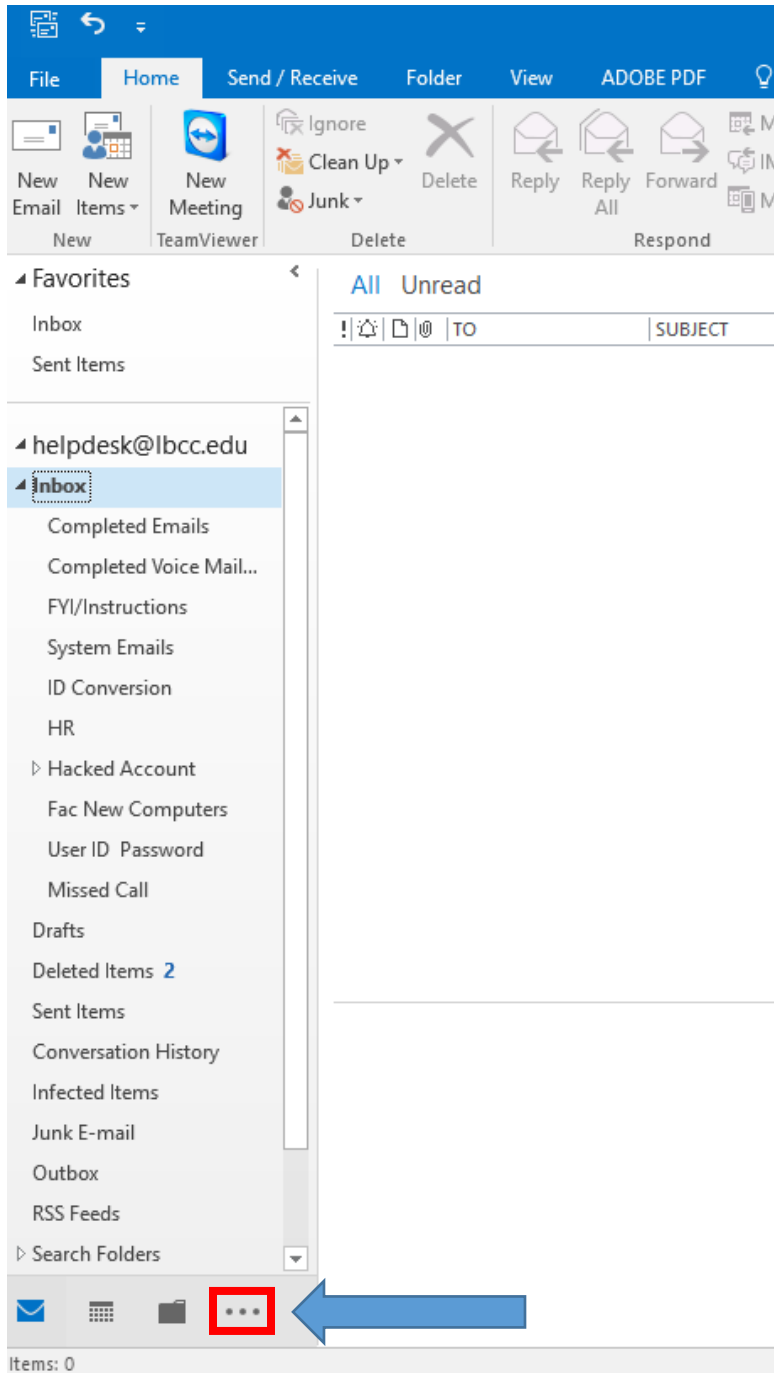
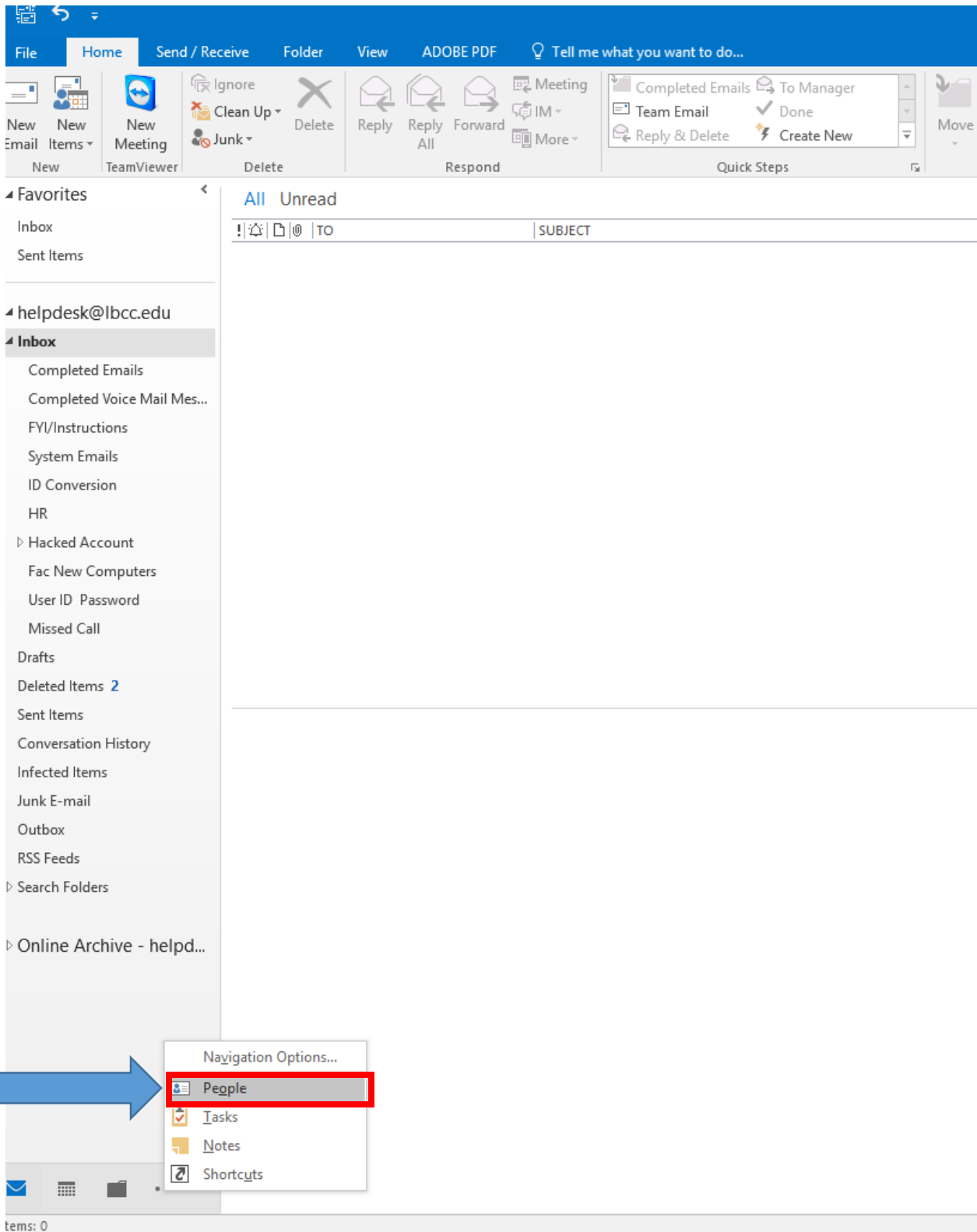


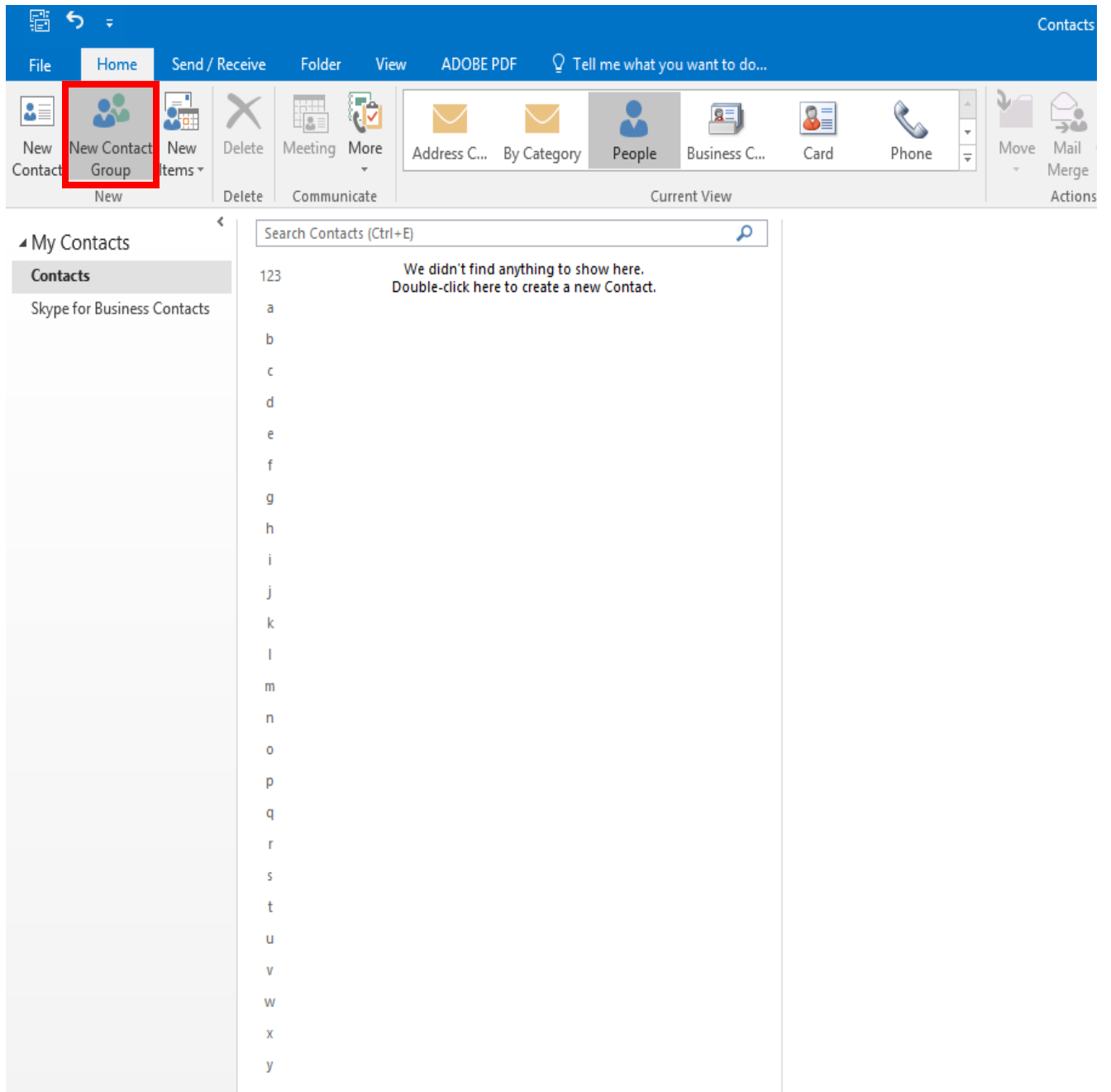
Creating Email Group List in Outlook



From Microsoft Outlook click on “...” icon in the lower left side



Click on "People" Tab



Click on "New Contact Group"

The image shows a screenshot of the Microsoft Word ribbon interface. The 'Contact Group' tab is selected, and the 'Members' button is highlighted with a red box. The ribbon includes the following options:

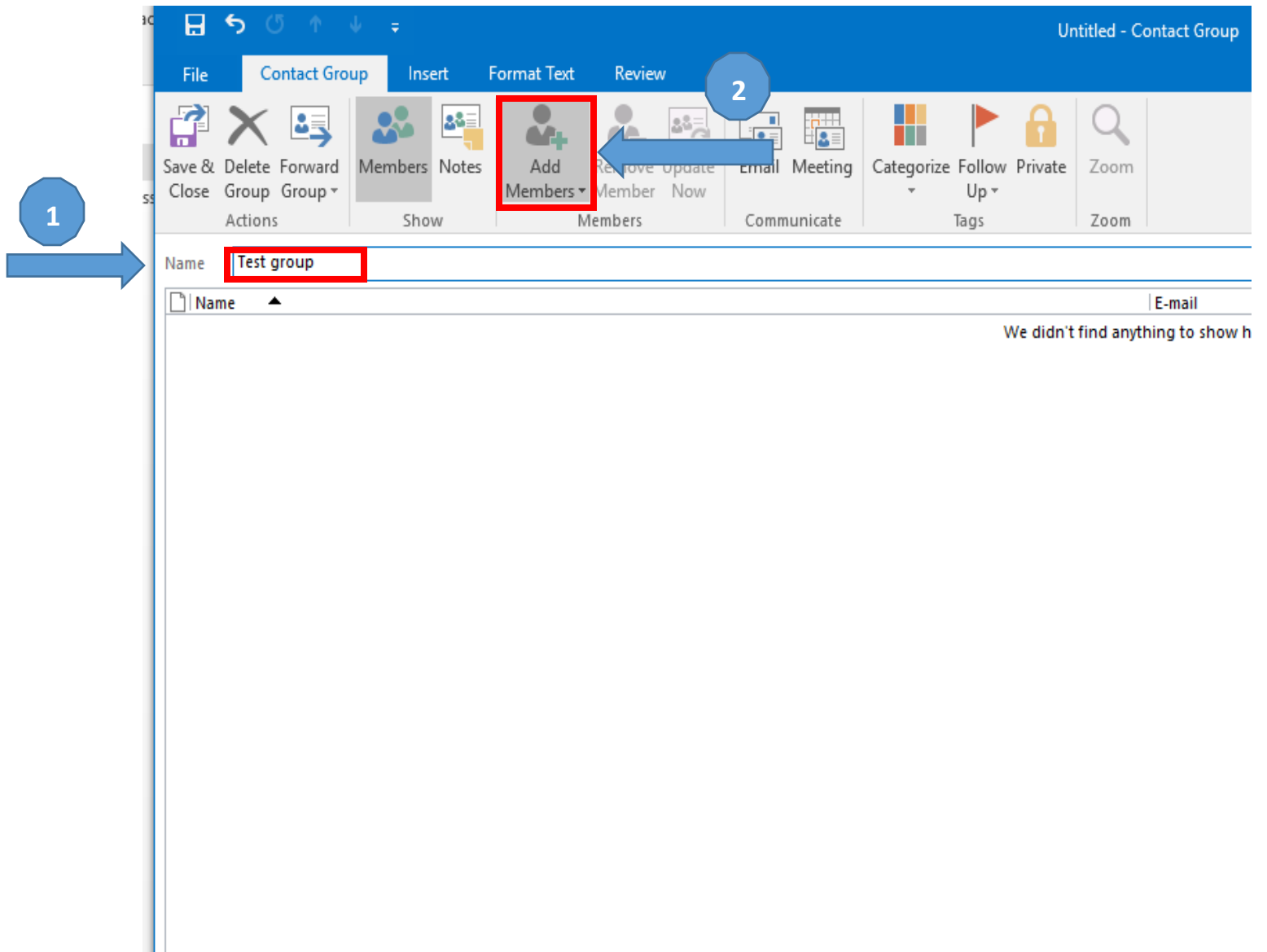
- File
- Contact Group
- Insert
- Format Text
- Review

The ribbon options are organized into groups:

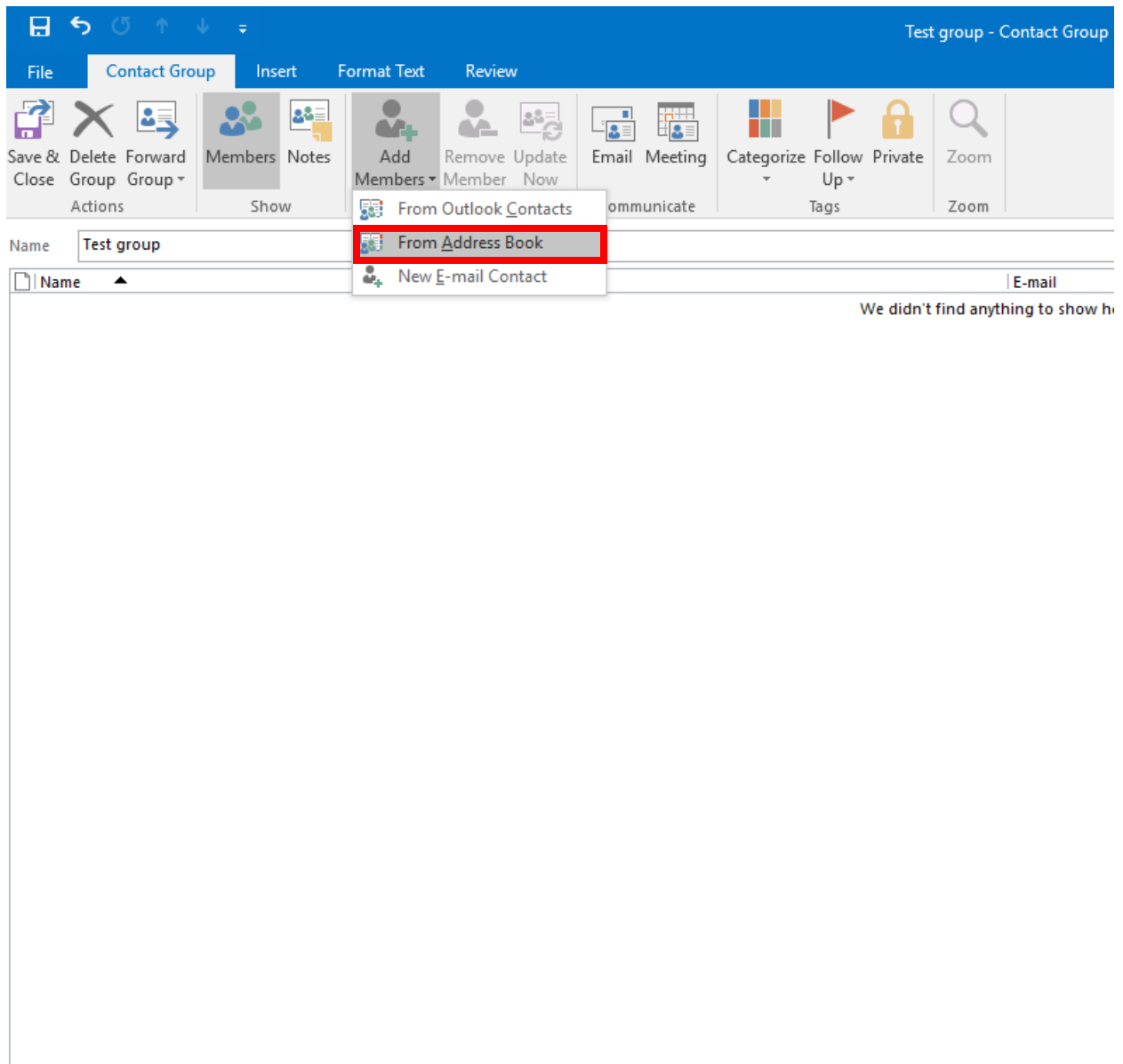
- Actions:** Save & Close, Delete Group, Forward Group.
- Members:** Members (highlighted), Add Members, Remove Member, Update Now.
- Communicate:** Notes, Email, Meeting.
- Tags:** Categorize, Follow Up, Private.

Below the ribbon, the 'Name' field contains the text 'Test group'. Below the name field, there is a list area with a header 'Name' and a small upward arrow. The text 'We didn't' is visible in the bottom right corner of the list area.

Click on *“Members”*



Insert group name in to "Name" field and click on "Add Members"



Click on "From Address Book" to get the LBCC global address book

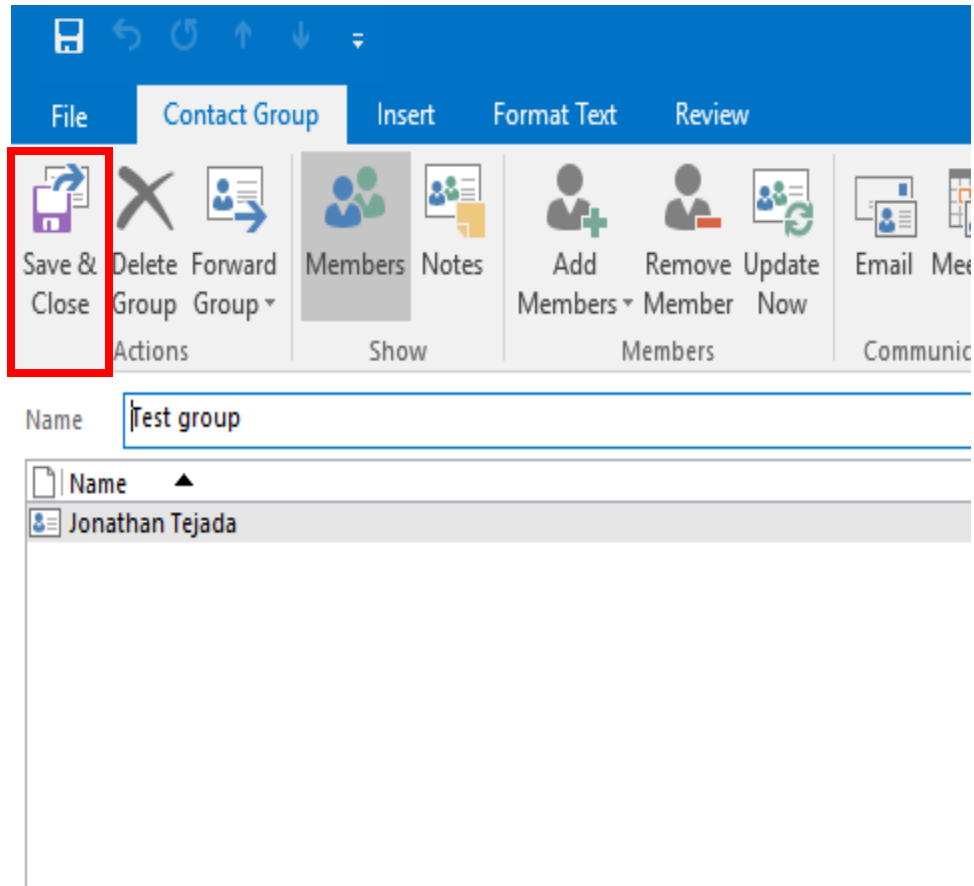
Select Members: Global Address List

Search: Name only More columns **Address Book**

Go Global Address List - helpdesk@lbcc.edu [Advanced Find](#)

Name	Title	Business Phone	Location
Jon Wyszpolski	Instructor	(562) 938-4949, x6981	
Jonah Lopez	Business Systems Analyst IV	(562) 938-4871	
Jonathan Charette	Assistant Professor	(562) 938-4470	Q-112
Jonathan Craddock	Instructor	(562) 938-4949, x6358	
Jonathan Eckman	Aquatic Facilities Technician	(562) 938-4697	J120
Jonathan Engelbach	Instructor	(562) 938-4949, x6988	LAC-B
Jonathan Shoemaker	Instructor		
Jonathan Tejada	Help Desk Support Specialist	(562) 938-5993	
Jonathon Benton	Consultant, Facilities Specialist	(562) 938-5044	Z-132
Jong Kim	Professor	(562) 938-4895	V-208
Joni Johnson	Instructor		
Jordan Fabish	Instructor	(562) 938-4919	
Jordan Stanton	Instructor	(562) 938-4949, x6305	
Jordynn Sternberg	Student Assistant I		O2-10
Jorge Moreno	Supplemental Instr Leader I		

Search for individuals you would like to add to the list and then click “Members->” to add person to group. When the group is complete click on “OK”.



Click on "Save & Close" to save the email group list.