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"
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
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.