Creating Email Group List in Outlook
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Step 1:
From Microsoft Outlook click on “...” icon located in the lower left side.
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Step 2:

Click on “People” tab.
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Step 3:

Click on “New Contact Group”.

![Image of Outlook screen showing the creation of a contact group]
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Step 4:
Click on “Members”.
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Step 5:

Insert group name in to “Name” field and click on “Add Members”.
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Step 6:
Click on “From Address Book” to get the LBCC global address book.
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Step 7:

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”.

Select Members: Global Address List

- Search field
- Name only
- More columns
- Address Book (Global Address List: helpdesk@lbcc.edu)
- Advanced Find

Members:
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Step 8:
Click on “Save & Close” to save the email group list.
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If you would like help with the process, or have any other LBCC Technology questions, feel free to contact the IITS Faculty & Staff Help Desk!

• **Phone:** (562) 938-4357

• **Email:** helpdesk@lbcc.edu

• **In-Person:** Check out our schedule online at www.lbcc.edu/iits