**Creating a New Group**

Click on the Contacts icon at the bottom of the task pane. Make sure “Contacts” is highlighted under the “My Contacts” address book so you are creating your group in the correct folder, and then select “New Contact Group”.

**Naming Your Group and Adding Members**

Name your contact group. To add to the group, click “Add Members” and choose where to search. Most times choose “Address Book”.

**Searching for Members**

Search for members by typing their name in the search bar or by scrolling through the list of contacts.

If you are looking for all members from the same location, use search by “More columns”.

**More Columns Search**

You can search for all staff members belonging to a specific location. Click to search by “More columns” at the top left. Then search for the campus name. All staff at that location should be displayed.

**Adding Members to the Group**

Quick Tip
To select multiple members at once, hold the “Ctrl” key and click each name.

When you find the member you are looking for, highlight that person and click “Members”. You can continue searching for your next contact by repeating the process. When you have found all the members you need for your group click “OK”.

**Quick Tip**
To select members listed in a row, click the first member, then hold the “Shift” key and click the last.

**Finalizing and Saving**

If you need to edit your group, you can click “Add Members” and go through the process described above again. You can also highlight a name and then choose “Remove Member” to delete them from the group.

When you are finished, click “Save and Close”.

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