

Creating "Email Groups" in Microsoft Outlook® and Outlook Express®

To create a group of contacts in Outlook Express

You can create a single group name (or *alias*) to use when sending a message to several contacts at once. Simply create a group name and add individual contacts to the group. Then, just type the group name in the **To** box when you send e-mail.

1. In the Address Book, select the folder in which you want to create a group. Click **New** on the toolbar, and then click **New Group**.
2. The **Properties** dialog box opens. In the **Group Name** box, type the name of the group.
3. There are several ways to add people to the group:
 - To add a person from your Address Book list, click **Select Members**, and then click a name from the Address Book list.
 - To add a person directly to the group without adding the name to your Address Book, type the person's name and e-mail address in the lower half of the **Properties** dialog box, and then click **Add**.
 - To add a person to both the group and your Address Book, click **New Contact** and fill in the appropriate information.
 - To use a directory service, click **Select Members**, and then click **Find**. Select a directory service from the drop-down list at the end of the text box. After finding and selecting an address, it is automatically added to your Address Book.
4. Repeat for each addition until your group is defined.

Note

To view a list of your groups separately from the Address Book listings, in the Address Book, on the **View** menu, make sure that **Folders and Groups** is selected.

You can create multiple groups, and contacts can belong to more than one group.

Create a group in the Microsoft Outlook's Address Book

1. On the **Tools** menu, click **Address Book**.
2. On the **File** menu, click **New Group**.
3. In the **Group Name** box, type the name of the group.
4. To select one or more names from the Address Book, click **Select Members**.
5. Click a name in the list, and then click **Select**.

How to add to a group of people who are not currently in your Microsoft Outlook's Address Book.

1. On the **Tools** menu, click **Address Book**.
2. On the **File** menu, click **New Group**.
3. Do one of the following:
 - To add a member to a group and to your Address Book, click **New Contact**.
 - To add a member to a group but not to your Address Book, under **Add this entry to the group**, enter the name and e-mail address of the contact and then click **Add**.