Outlook - How to create a group email? You can also have other people at your site **share** *this group* with you, so they don't have to add student data again. Contact Sang Moon at X 5115 and he can tell you how to do that.

Select Contacts and then Actions located on the top of the page





Enter the name of the group you want to create such as; IHSEarlyGrads

Now select **'Add New'** members to your group. **Enter** the early grads **name** and **e-mail address** and **check the box** that says **Add to Contacts**, click **OK**. <u>Repeat this process</u> until you have all the early grads entered. Your Distribution List (Group) is now complete.

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Now select '**IHSEarlyGrad**' group name when emailing your 12th graders. This group will be located in **your contacts** not the global address list.

How to locate your Early Grad Group? Click the To.... box to locate your group. The Select Names box will appear! Under Address Book click the down arrow and select "Contacts". Highlight the group name by hitting the enter button, then with your mouse click on the To-> button located at the bottom of the contacts box, then select OK.

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