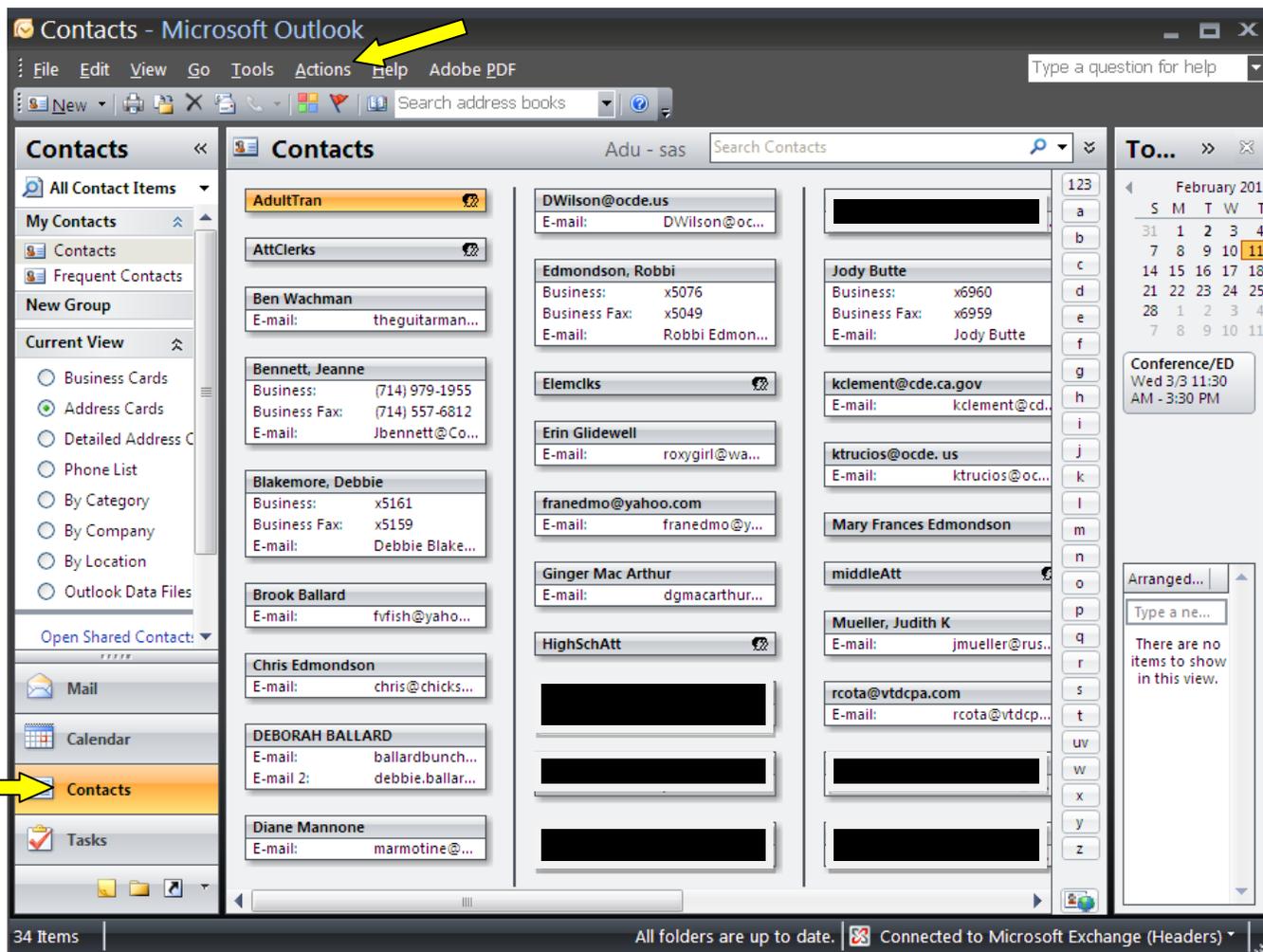
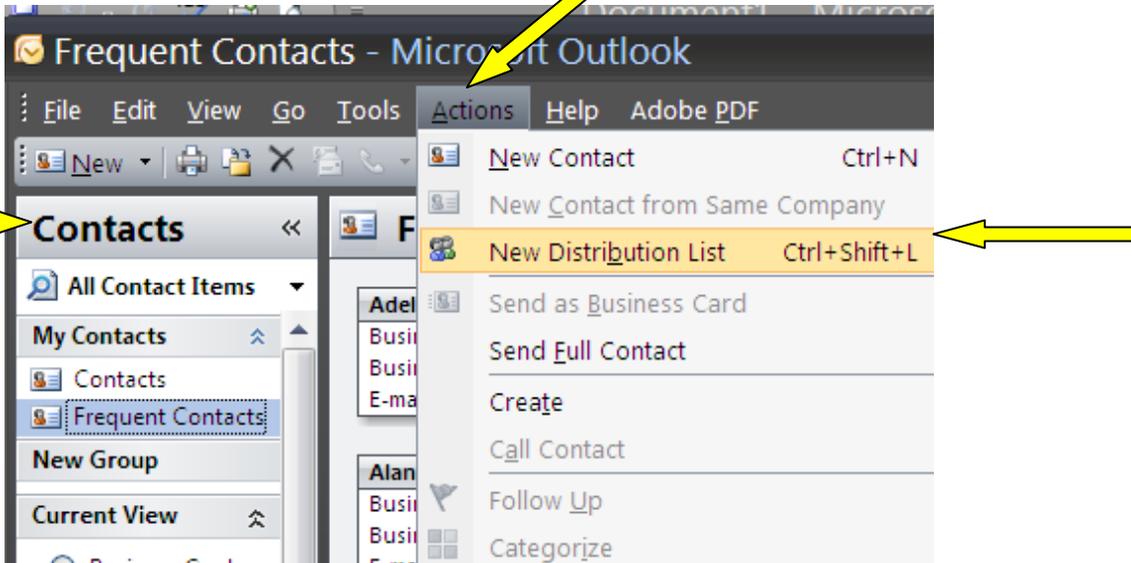


**Outlook - How to create a group email?** You can also have other people at your site **share this group** with you, so they don't have to add student data again. **Contact Sang Moon at X 5115** and he can tell you how to do that.

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

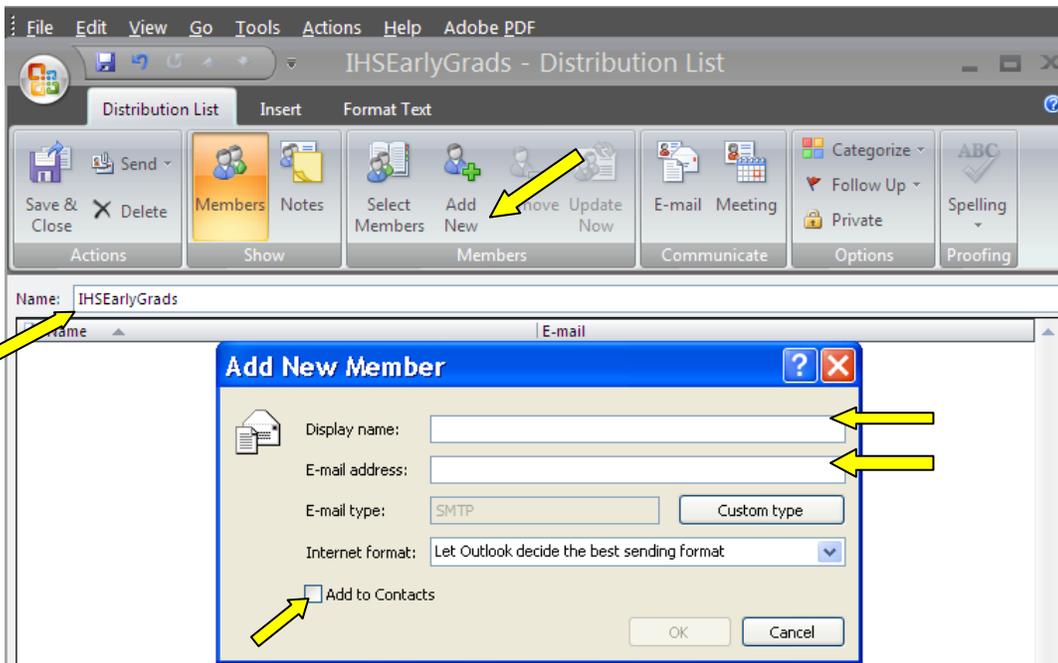


Now Select **'New Distribution List'**

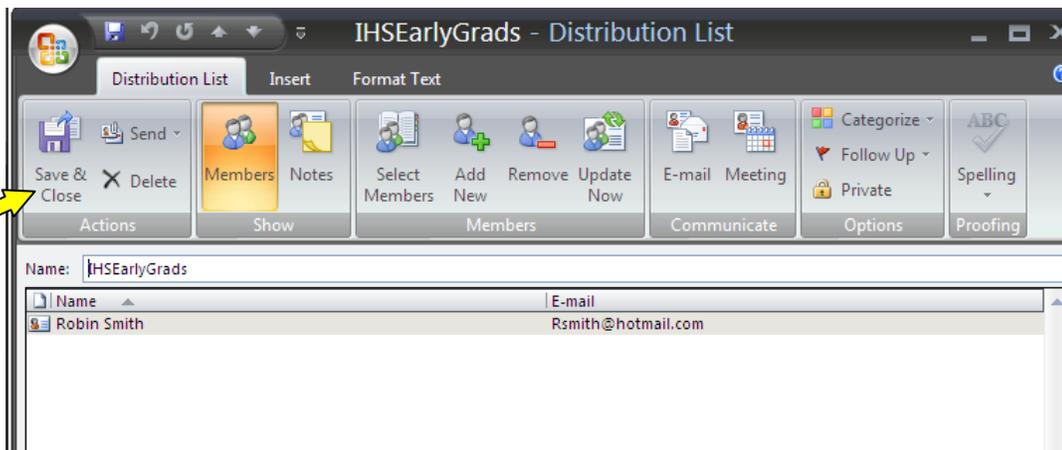


**Enter the name** of the group you want to create such as; **IHSEarlyGrads**

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**. Repeat this process until you have all the early grads entered. Your Distribution List (Group) is now complete.



Select : **Save and Close**



Now select '**IHSEarlyGrad**' group name when emailing your 12<sup>th</sup> 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**.

