

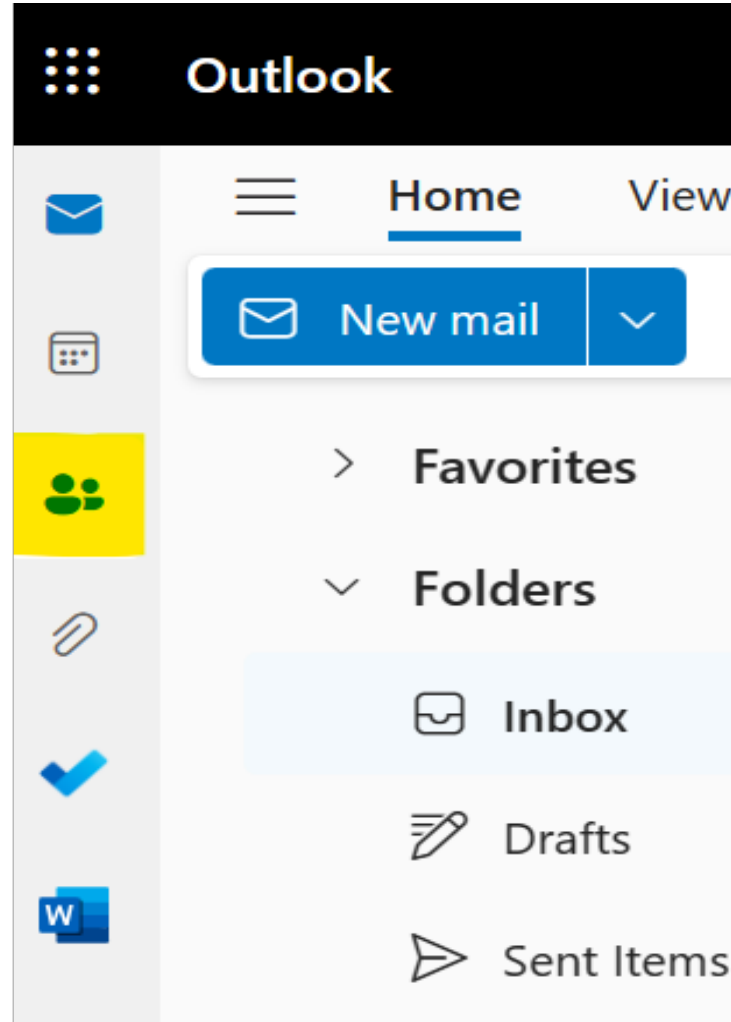
# How to create/delete a Contact Group using Outlook 365

FOR LONG BEACH CITY COLLEGE **FACULTY & STAFF**

# How to create a Contact Group using Outlook 365

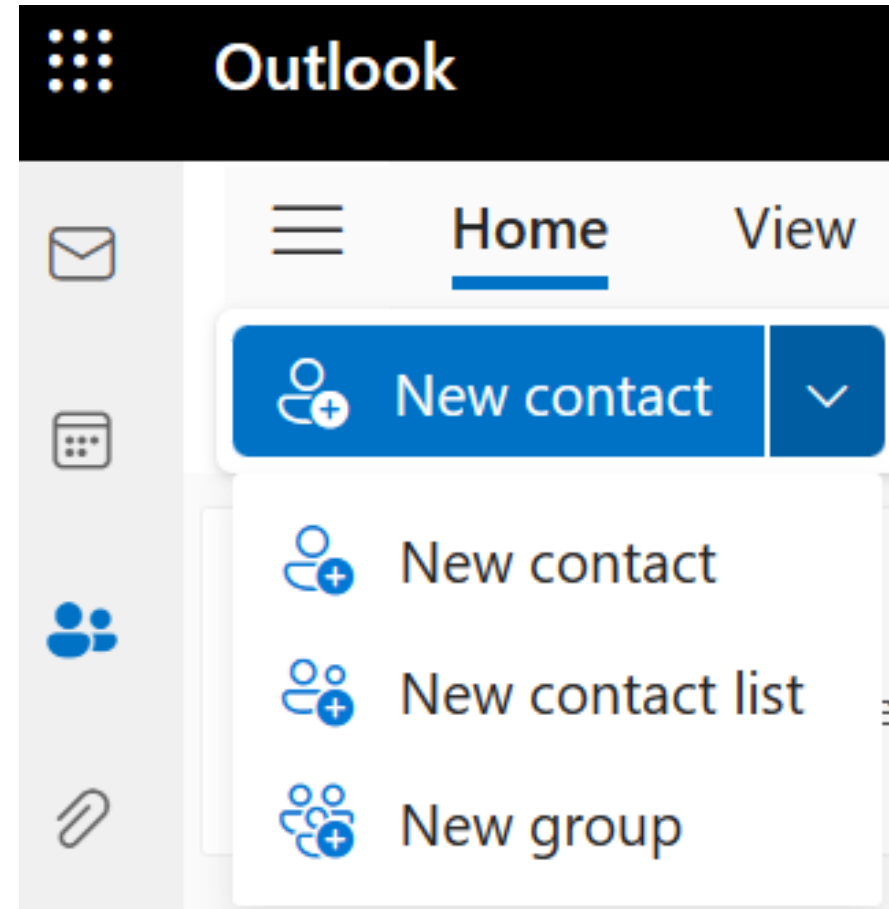
## Step 1:

- In the Navigation bar located on the left column, select the People icon



## Step 2:

- Select Home
- Select New Contact Drop Down Menu and choose **New Group**
- Enter a name for your New Group in the Name Bar
- Add a description and purpose of your group
- Select **Create**



## Step 3:

- Add members to your group by entering a name or email address

### Add members

Enter a name or email address



LBCC ITS Help Desk  
helpdesk@lbcc.edu



## Step 4:

- To **delete a Group**
- Select the Group you want to delete
- Select Edit from the Menu Bar
- Delete Group

# QUESTIONS ?

**If you run into any issues, or have further questions, feel free to reach out to us!**

FOR LONG BEACH CITY COLLEGE **FACULTY & STAFF**