

Creating Email Group List in Outlook

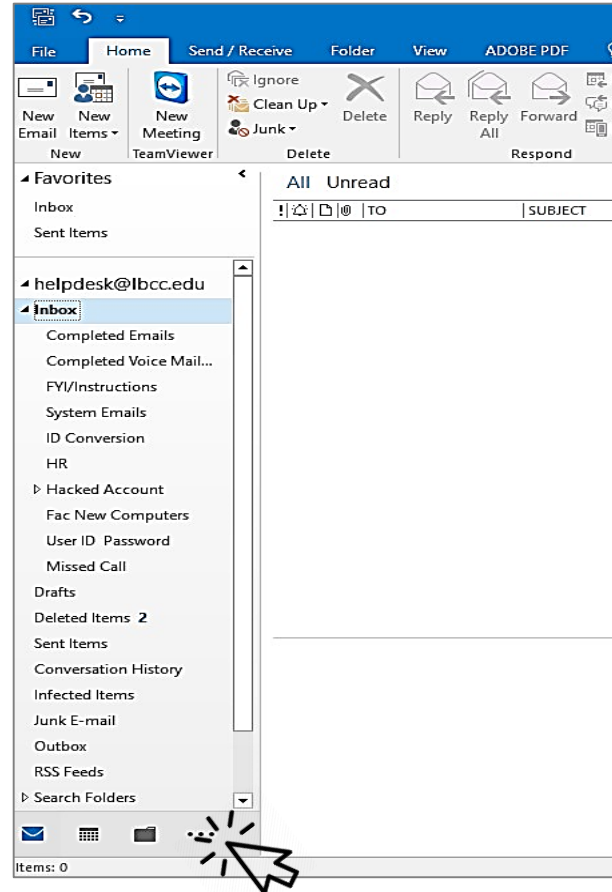
FOR LONG BEACH CITY COLLEGE **FACULTY & STAFF**



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Step 1:

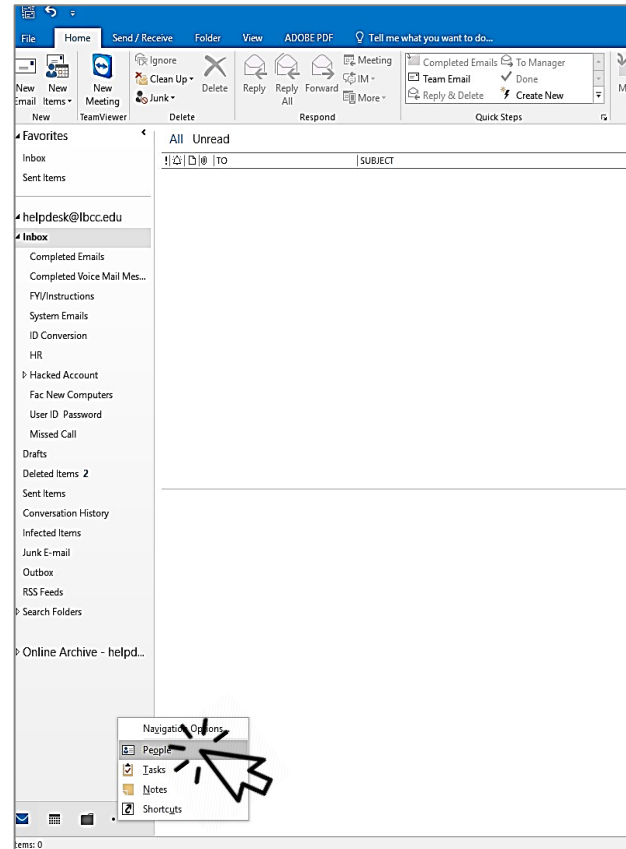
From Microsoft Outlook click on “...” icon located in the lower left side



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Step 2:

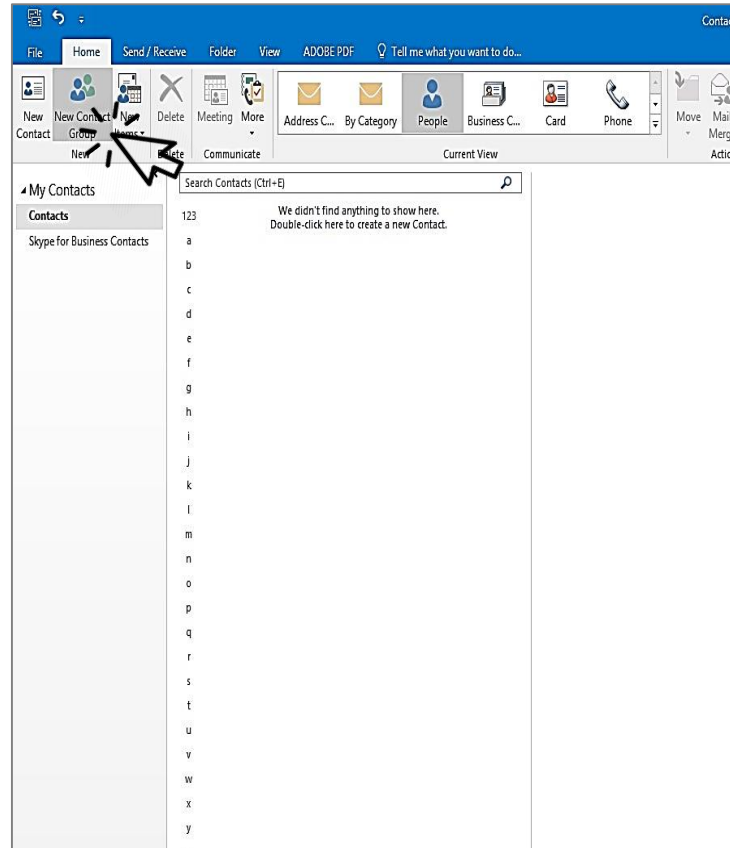
Click on “People” tab.



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Step 3:

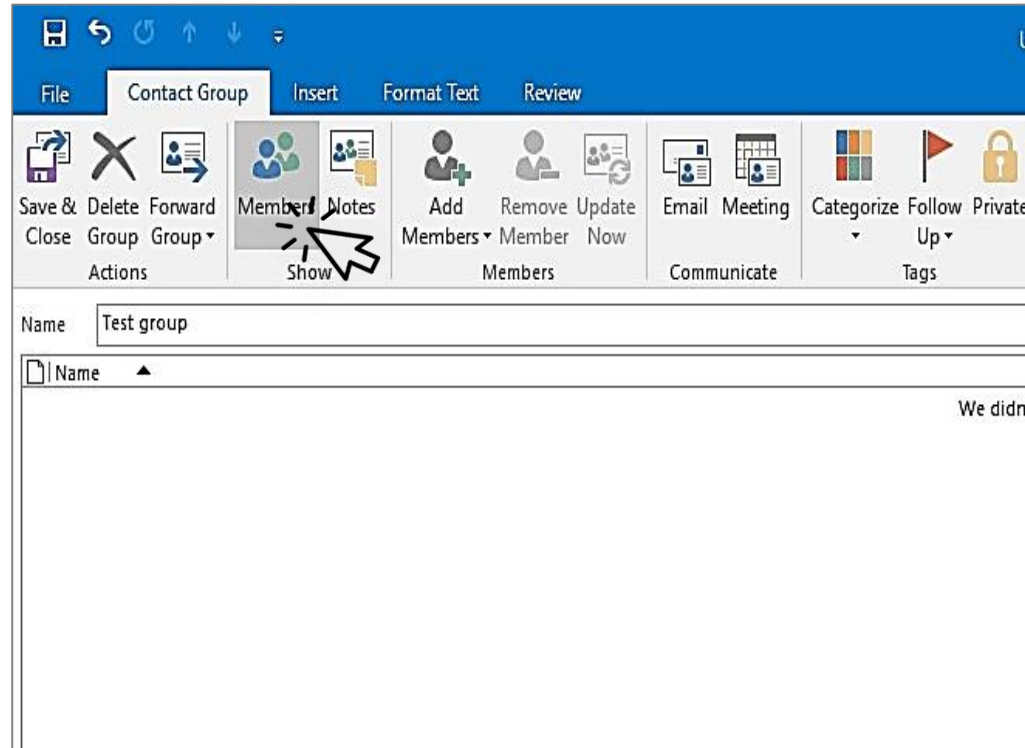
Click on “**New Contact Group**”.



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Step 4:

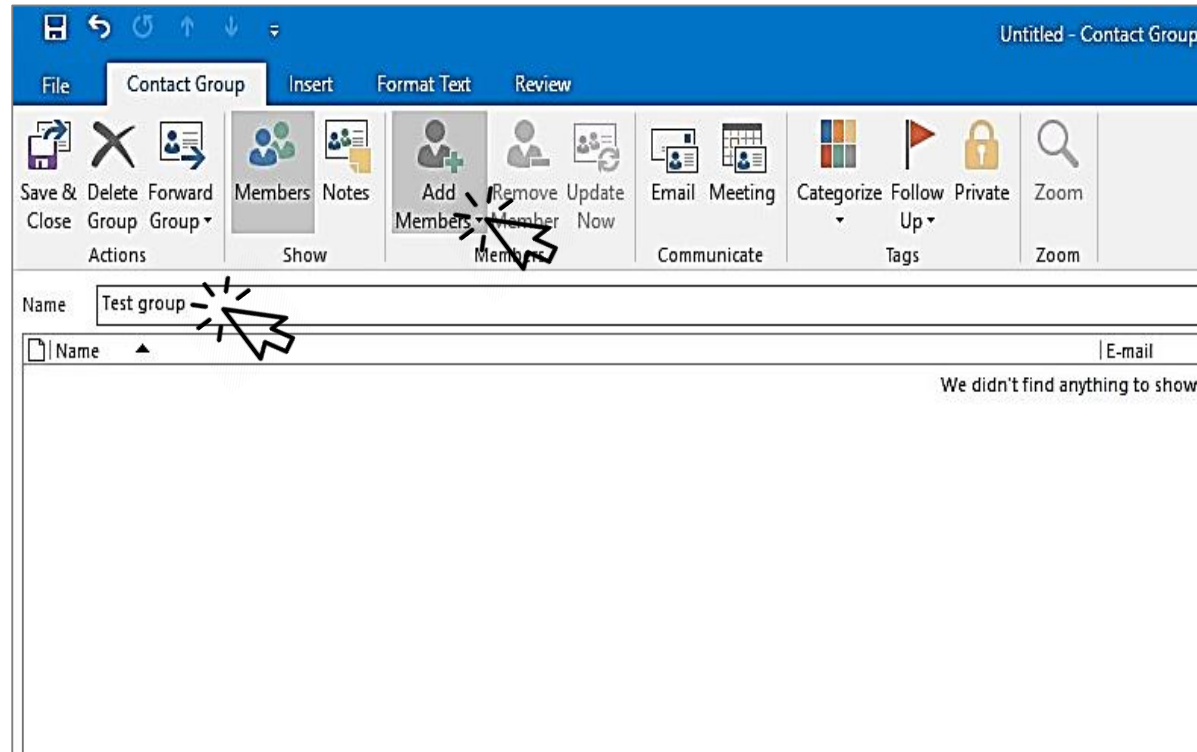
Click on “Members”.



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Step 5:

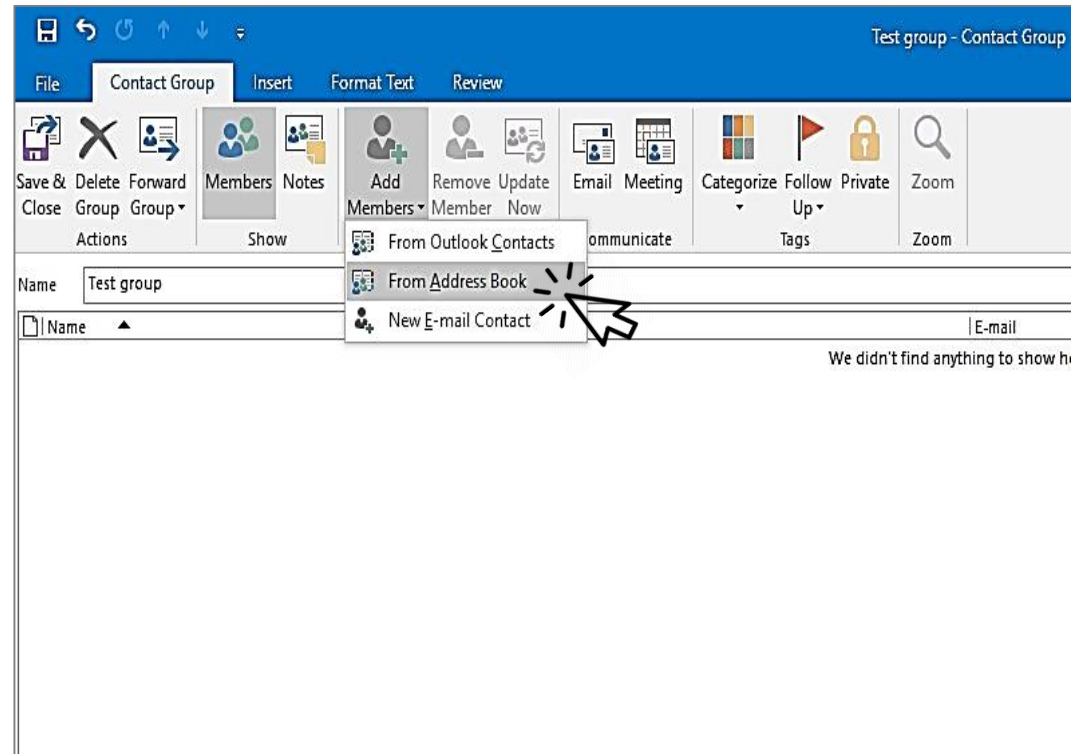
Insert group name in to “Name” field and click on “Add Members”.



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Step 6:

Click on **“From Address Book”** to get the LBCC global address book.

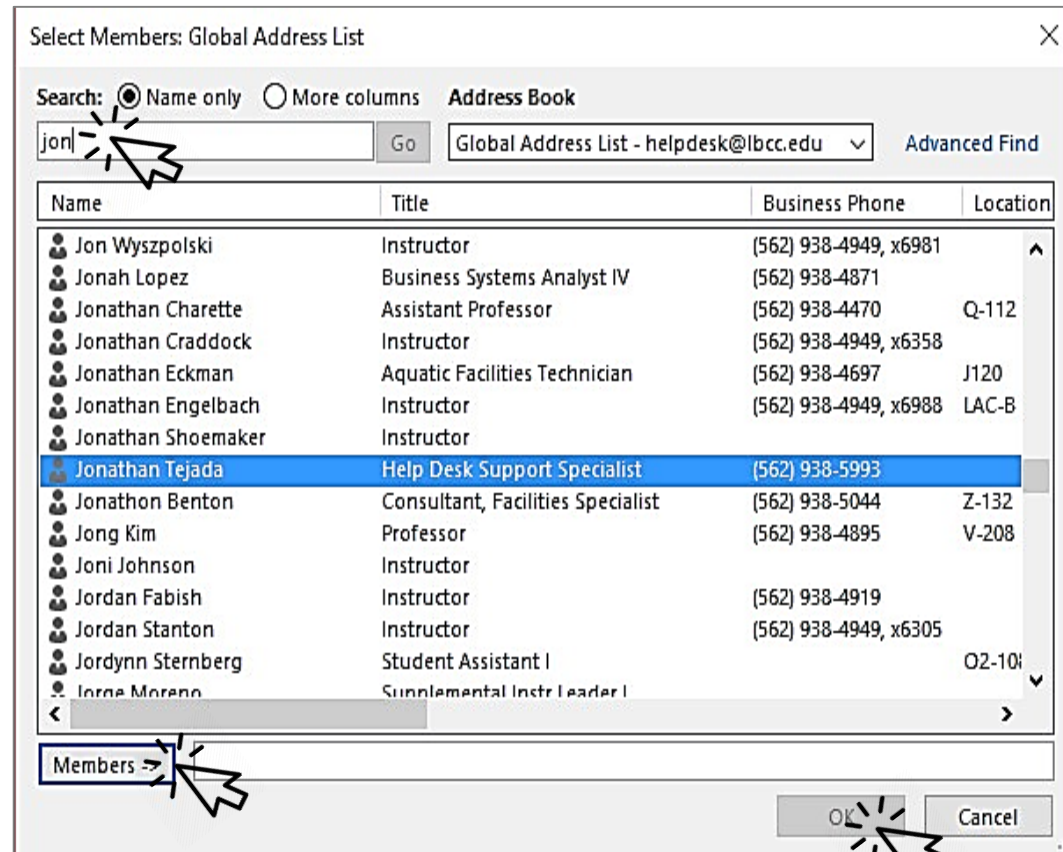


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Step 7:

Search for individuals you would like to add to the list and then click **“Members”** to add person to group.

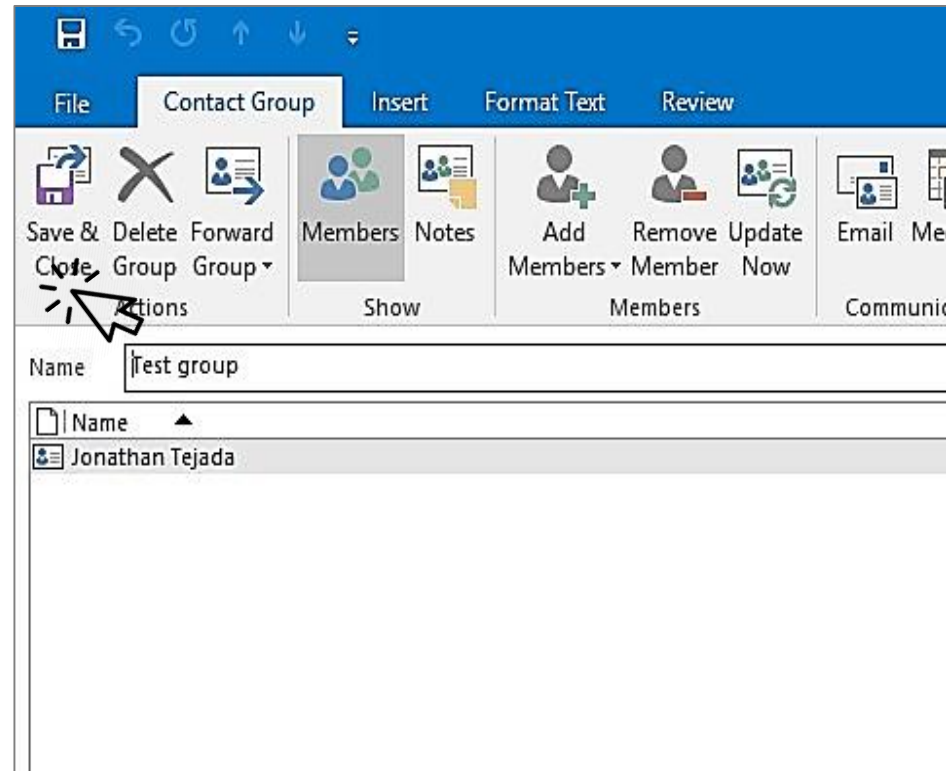
When the group is complete click on **“OK”**.



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Step 8:

Click on **“Save & Close”** to save the email group list.



If you would like help with the process, or have any other LBCC Technology questions, feel free to contact the IITS Faculty & Staff Help Desk!

- Phone: (562) 938-4357
- Email: helpdesk@lbcc.edu
- In-Person: Check out our schedule online at www.lbcc.edu/iits