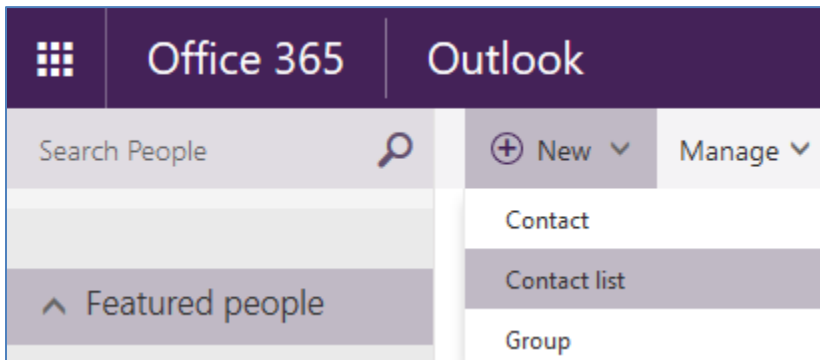


Creating a Contact Group in Outlook (OWA):

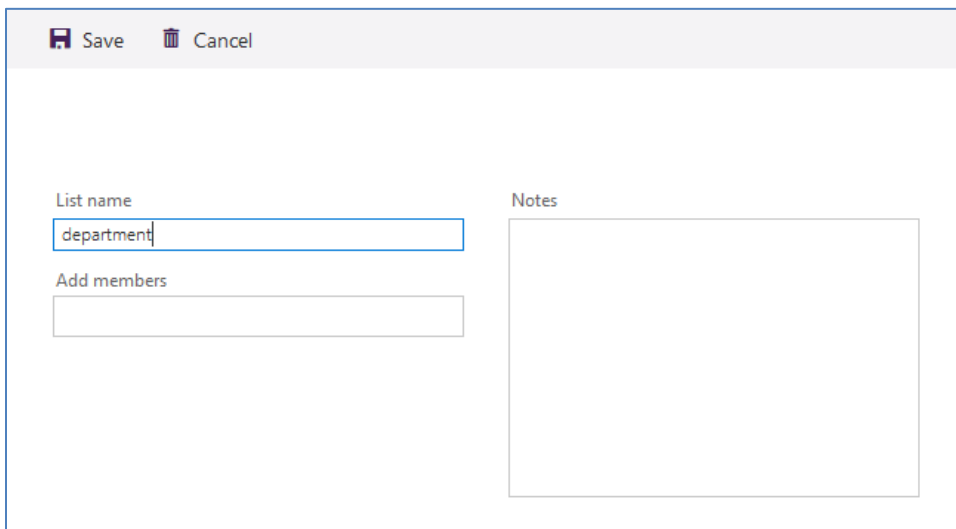
1. Log into your email at mail.apsu.edu.
2. Go to the **People** app.



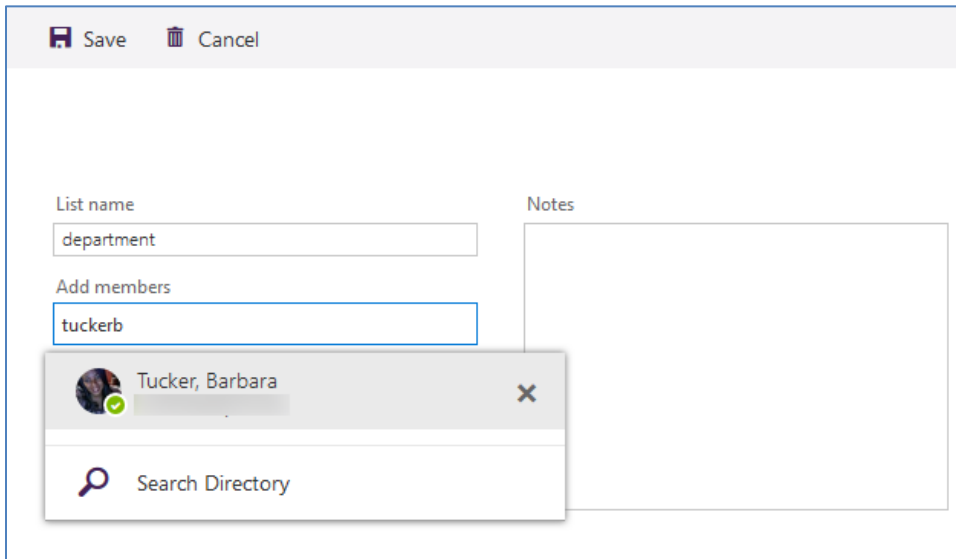
3. Click **New** at the top and choose **Contact list**.



4. Give your contact group a name in the text box beneath **List name**.

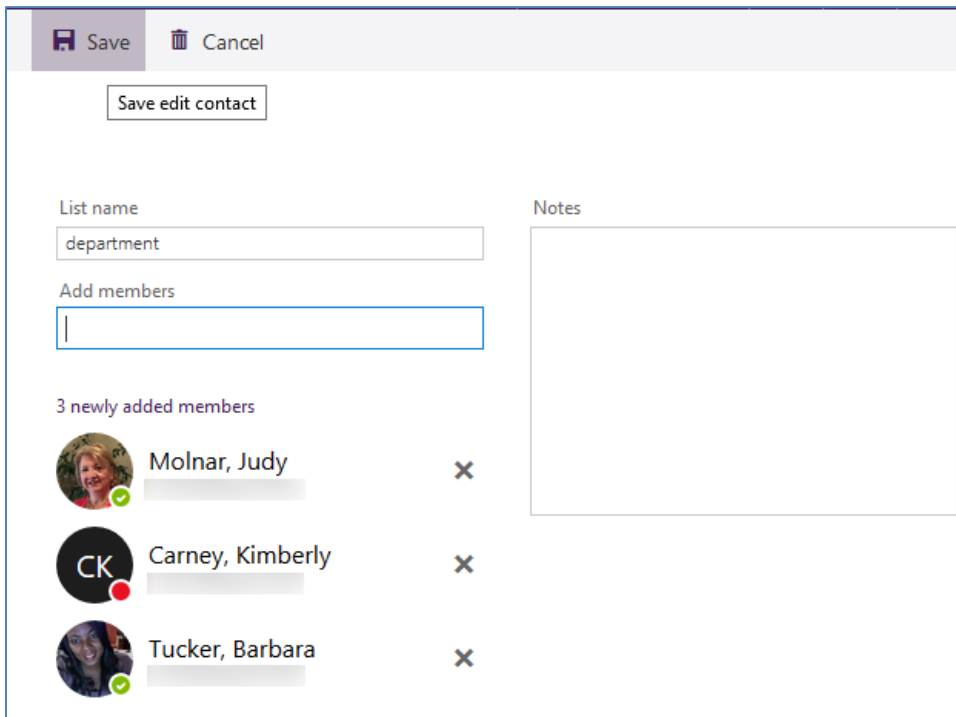
A screenshot of the 'New Contact List' form. At the top, there are 'Save' and 'Cancel' buttons. Below them are two main sections. The first section is 'List name', with a text box containing the word 'department'. The second section is 'Add members', with an empty text box. To the right of these sections is a large 'Notes' text area.

5. To add members, type the username of the user you wish to add in the **Add members field** and **double-click or press enter** to add them. Repeat for additional group members.



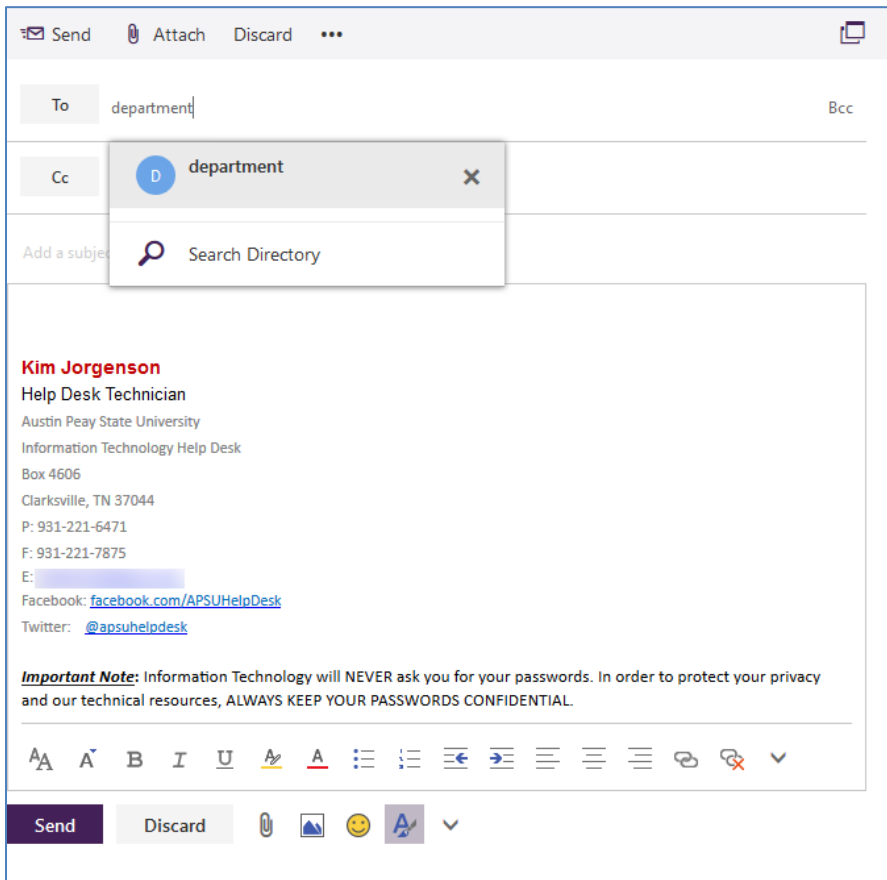
The screenshot shows a contact group editing window. At the top, there are 'Save' and 'Cancel' buttons. Below them, there are two input fields: 'List name' containing 'department' and 'Notes' which is empty. Underneath is the 'Add members' field containing 'tuckerb'. A dropdown menu is open below this field, showing a search result for 'Tucker, Barbara' with a profile picture and a green checkmark. Below the dropdown is a 'Search Directory' button.

6. When you have added all of the members to the contact group, click **Save** at the top.



The screenshot shows the same contact group editing window after adding members. The 'Save edit contact' button is now visible at the top. The 'List name' field still contains 'department' and the 'Notes' field is empty. The 'Add members' field is now empty. Below it, there is a section titled '3 newly added members' which lists three members: 'Molnar, Judy' with a profile picture and a green checkmark, 'Carney, Kimberly' with a profile picture and a red dot, and 'Tucker, Barbara' with a profile picture and a green checkmark. Each member name has a small 'x' icon to its right.

7. To send an email to that group, type the group name in the **To:** field of a new email.



8. To edit the group's members, go back to the **People** section (as in step 2) and double-click on the name of the group. Click **Edit list** in the pane that opens to the right.

