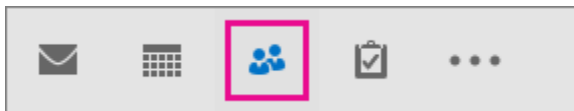# Title: Create a Contact Group in Outlook

Task:

Use a contact group (formerly called a "distribution list") to send an email to multiple people—a project team, a committee, or even just a group of friends—without having to add each name each time you want to write them.

Instructions:
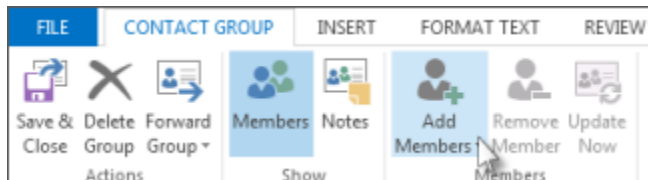
Step One: On the Navigation bar, click **People.**

Step Two: Under **My Contacts**, pick where you want to add the contact group. For this example, click **Contacts**.

Step Three: Click **Home** > **New Contact Group**.

Step Four: On the **Contact Group** tab, in the **Name** box, type a name for the group.

Step Five: Click **Add Members**, and then add people from your address book or contacts list.

Step Six: Click **Save and Close**.