

Mailing Groups - Create Your Own Mailing List

To create a personal mailing list:

In Outlook desktop client:

1. Click on the **Contacts** icon from the lower left of your screen.
2. Click on **New Contact Group** from the menu at top.
3. Give your group a **Name**.
4. Click the **Add Members** button and choose your Outlook Contacts (your addresses) or Address Book (NACS addresses).
5. Search for your people and double-click on each one so the names show up on the Members line at the bottom. Click **OK** when complete.
6. Back on the Group page, be sure to click the **Add to Group** link at right so your people show in the middle box.
7. Click **Save and Close** from the upper left.
8. To use your group, start a New message and enter the name of your group.

In Outlook Web App:

1. Go to the **Address Book** and click on the triangle next to **New**. Choose **Group**.
2. Give your group a **Name**.
3. Click the **Members...** link
4. Search for your people and click on each one so the names show up on the Members line at the bottom. Click **OK** when complete.
5. Back on the Group page, be sure to click the **Add to Group** link at right so your people show in the middle box.
6. Click **Save and Close** from the upper left.
7. To use your group, start a **New** message and click the Address icon from the menu bar.
8. Under Contacts, click Show **Groups**.
9. Right-click on your group and choose **New**.