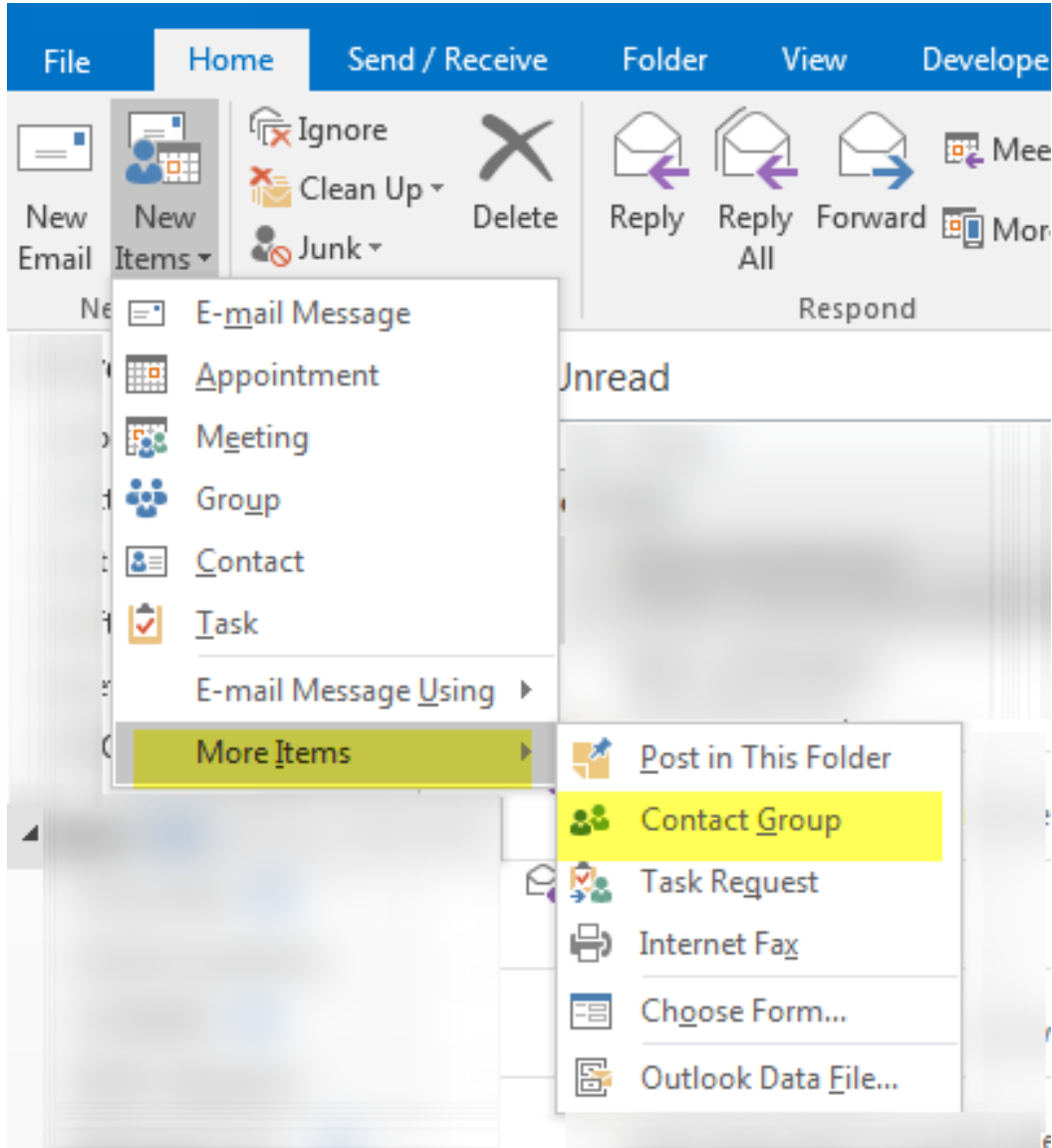


To Create an Outlook contact group and share it:

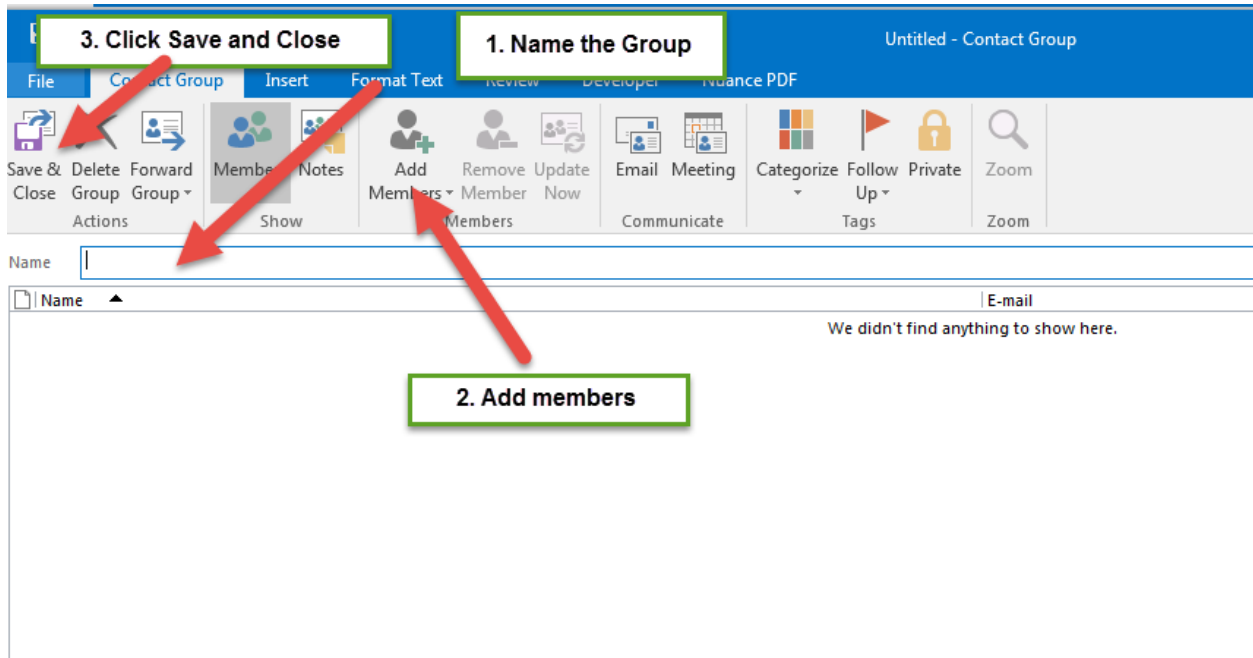
In outlook client:

Click on New Items

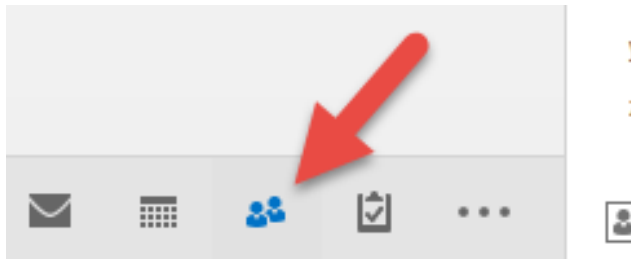
Click on Contact Group:



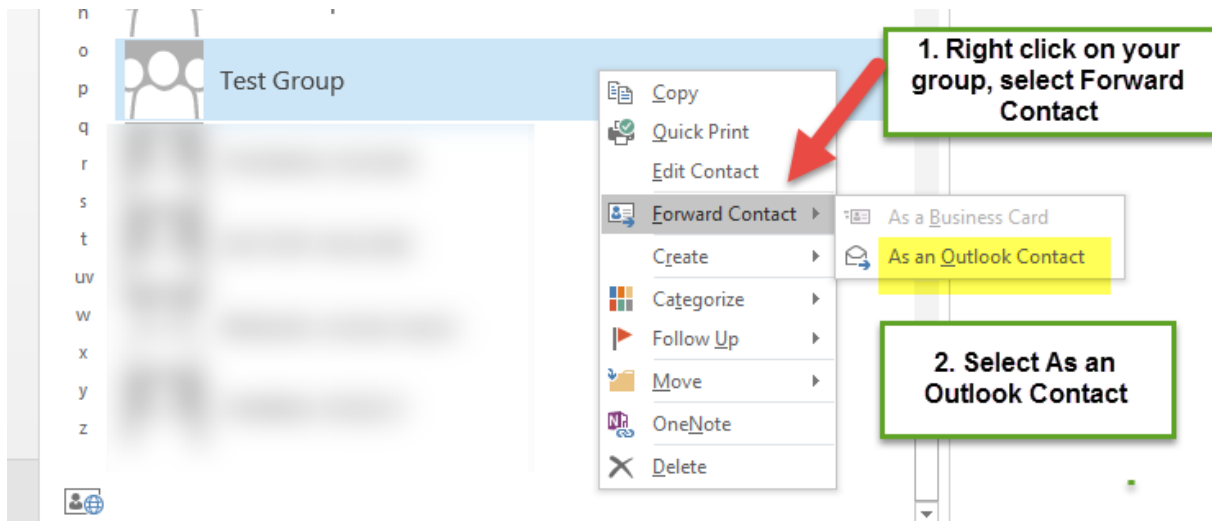
Create the group:



In your Outlook client, click on the People/Contact Icon:



Select your contact group (distribution list)



This window will open

File Message Insert Options Format Text Review Developer Nuanca PDF Tell me what you want to do...

Cut Copy Paste Format Painter Clipboard Basic Text Names Include Tags Add-ins

To... [blurred]  
CC...  
Bcc...

Send

Subject FW: Test Group

Attached Test Group Outlook item

Here is my test email group

[blurred image]

**1. Choose your recipient, enter message, and click Send**