



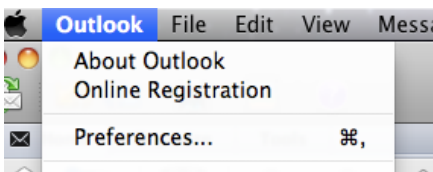
Outlook 2011 for Mac Creating Contact Groups

Canyons School District
Education Technology Department
9361 S. 300 E.
Sandy, UT 84070
801-826-5544

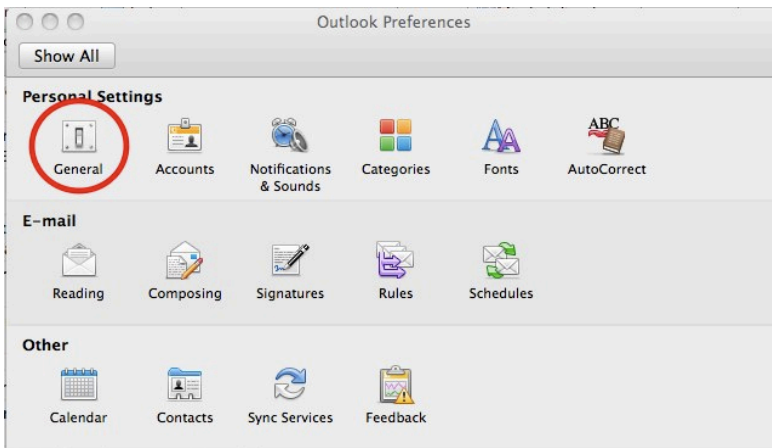
Open Outlook.



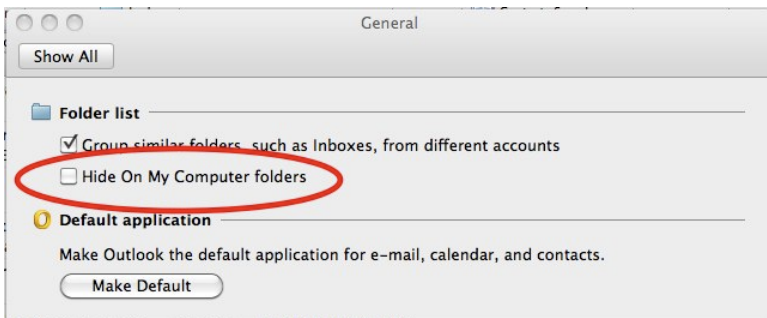
Click on the “Outlook” menu, then click “Preferences”.



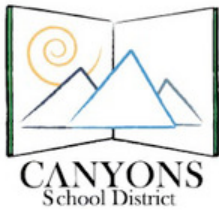
Click on “General”.



Uncheck the box that says “Hide On My Computer folders”.

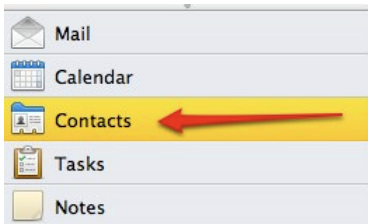


Close the Preferences window.

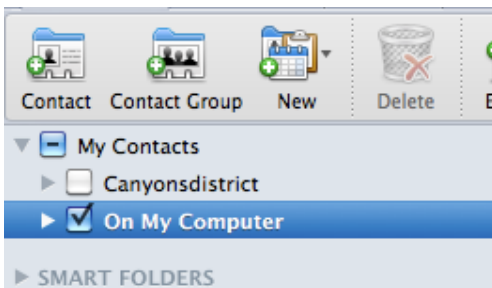


Canyons School District
Education Technology Department
9361 S. 300 E.
Sandy, UT 84070
801-826-5544

Click on "Contacts".



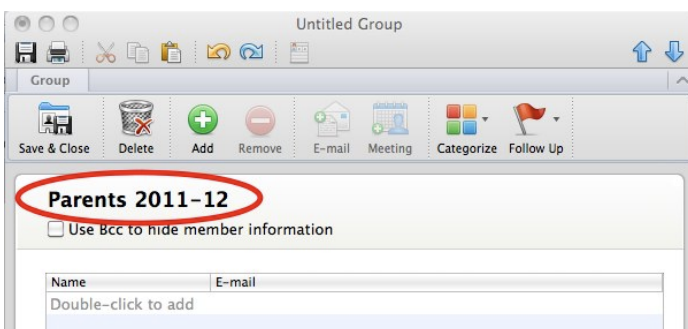
Click on "On My Computer".



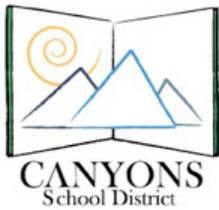
Click on "Contact Group".



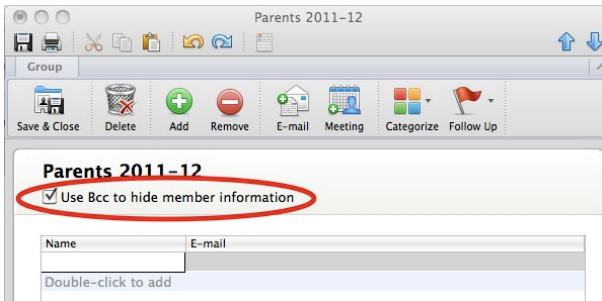
Title your group.



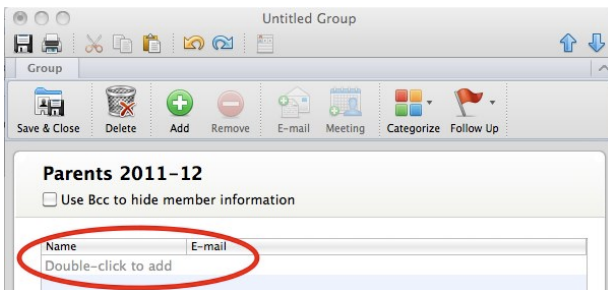
Date: Friday, October 28, 2011



Check the box to Bcc (Blind carbon copy) your group members. This will prevent everyone in your group from seeing each other's email address when you email the group.

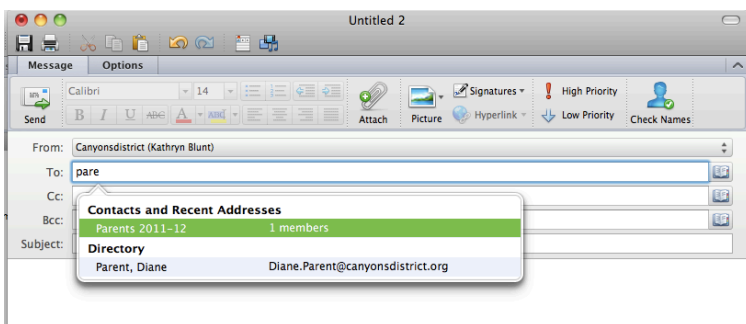


Double-click to add addresses to your list. If the address you are adding is already in your contacts list, it will auto-fill for you.



Close the Contact Group window.

When you return to your email to compose a message, simply type the title of the group you created and it will come up along with all of your contacts. Select the group, and your email will be sent to all members of the group.



Remember that because contact groups can only be created "On My Computer", they are not automatically saved to the Canyons Exchange server. If your computer dies, so do your contact groups.