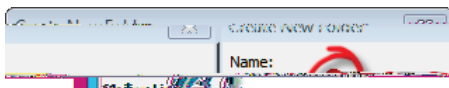


# Creating and Sharing Contact Groups in Outlook Client

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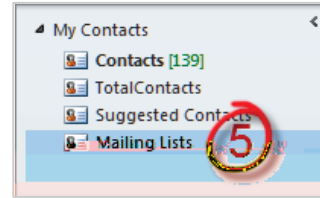
If you frequently address messages to groups of contacts you may find it helpful to create contact groups that can be addressed rather than having to address all the associated individuals. If you create your contact groups in JagMail Web Interface, the individual contacts are visible in Outlook but are not organized in groups. Because of this, you may choose to create your groups or mailing lists in JagMail and always create messages addressed to these groups from the web interface. Or, you may decide to create your contact groups in the Outlook interface.

*Create a contact folder [p01.0h\)@ae\)B@aeY](#)*








5. Soon you will see the new folder appear in the list.

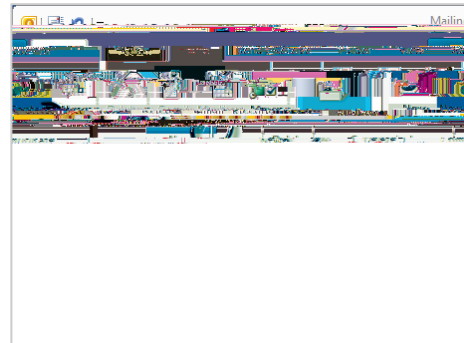




### Create New Contact Group and Add Members

You can add as many contact groups as you need to the Mailing Lists folder. Select one of these ways to create a contact group and add members.

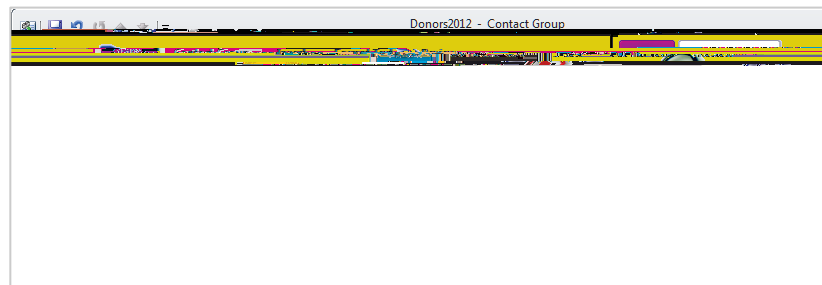
#### I. Basic method of creating and populating New Contact Group in Outlook


1. To create a New Contact Group for use in addressing the entire collection of contacts, select the desired folder and click  from the  tab under 



2. Type the name of the new group in the dialogue box.
3. Click .
4. Choose  as

appropriate.



5. From the drop-down list,  from which you wish to add the new group members.

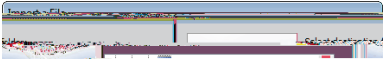
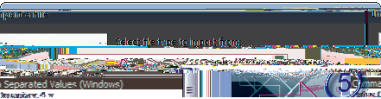
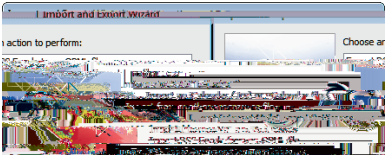


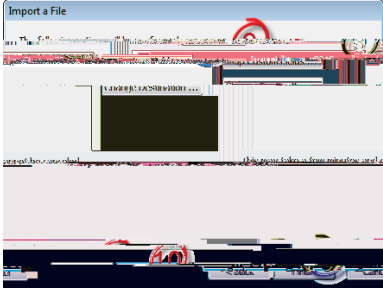
6. from the selected Address Book to the Group List or select the all the members and click and then OK.
7. After you add all the members and





III. Import names into Outlook Contact Group from JagMail Web View







6. from the Address Book to the Contact Group or select the all the members and click

