# Adding a New Group to an Outlook 2010 Address Book

## September 19, 2011

Group Emails

Instead of sending an email to one person, we can send the message to an entire group. Many people will find adding the email addresses to the To textbox is tedious, so we will learn how to make a group folder and place all of the contacts we wish to correspond to at one time in that folder.

We can create multiple group folders for different purposes.
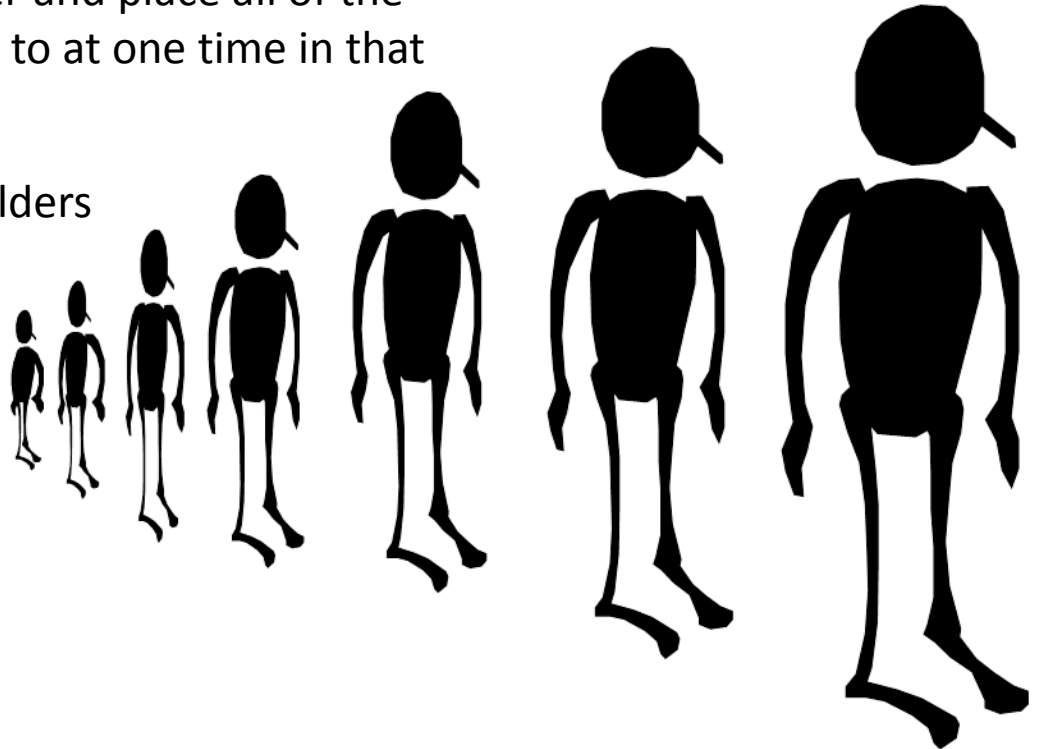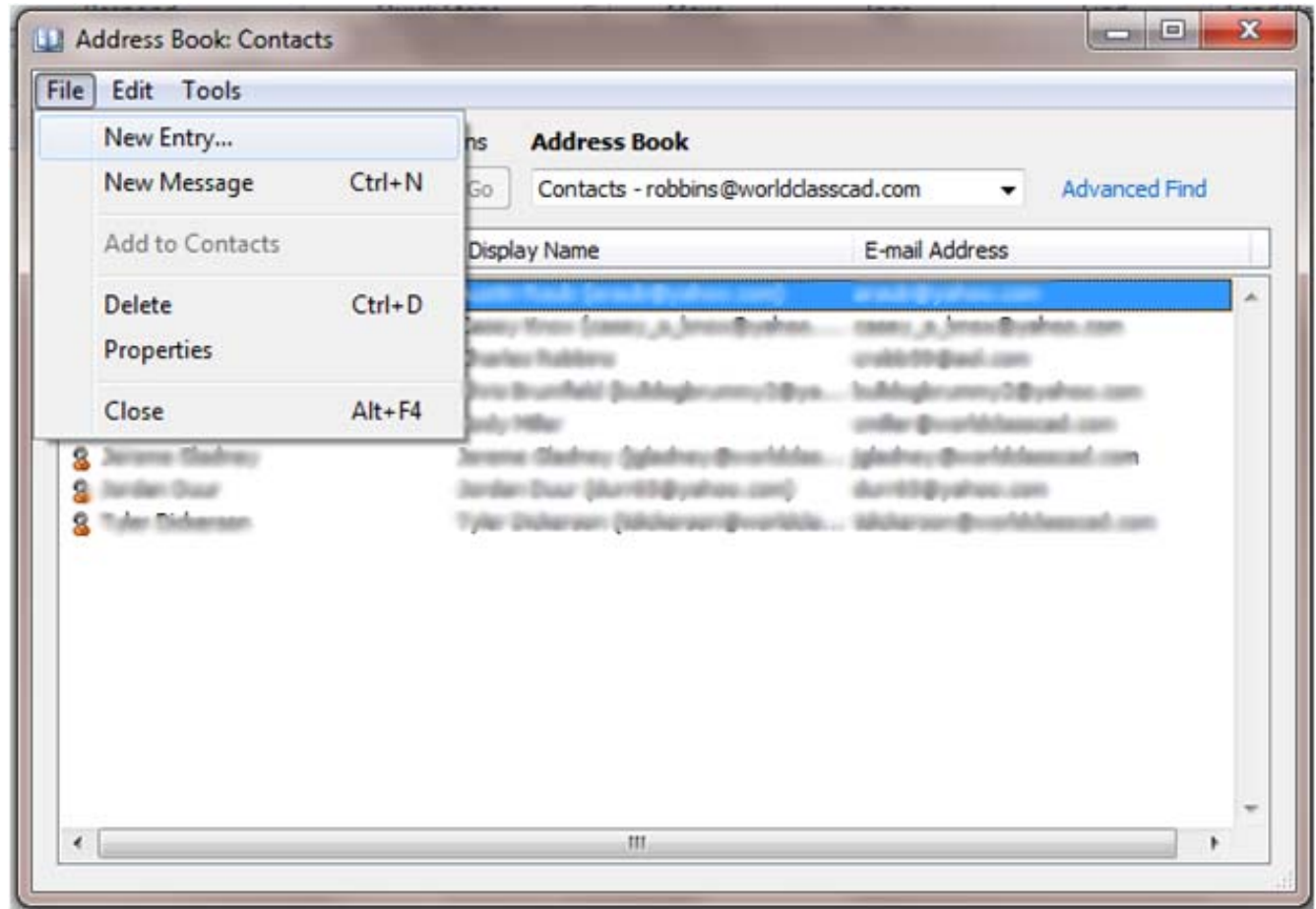
Open Outlook 2010

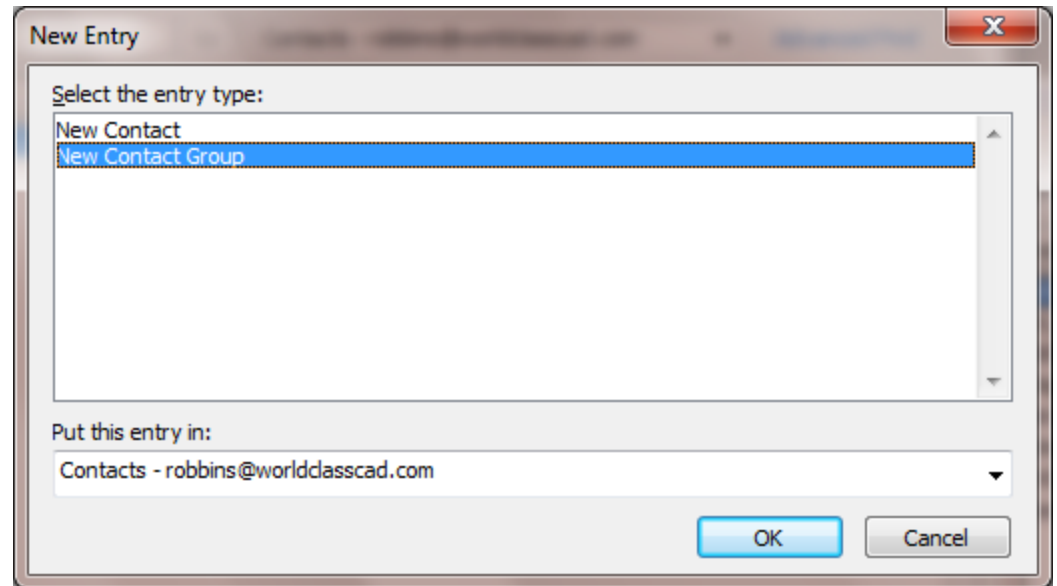We open the Outlook 2010 application and we choose the Address Book.
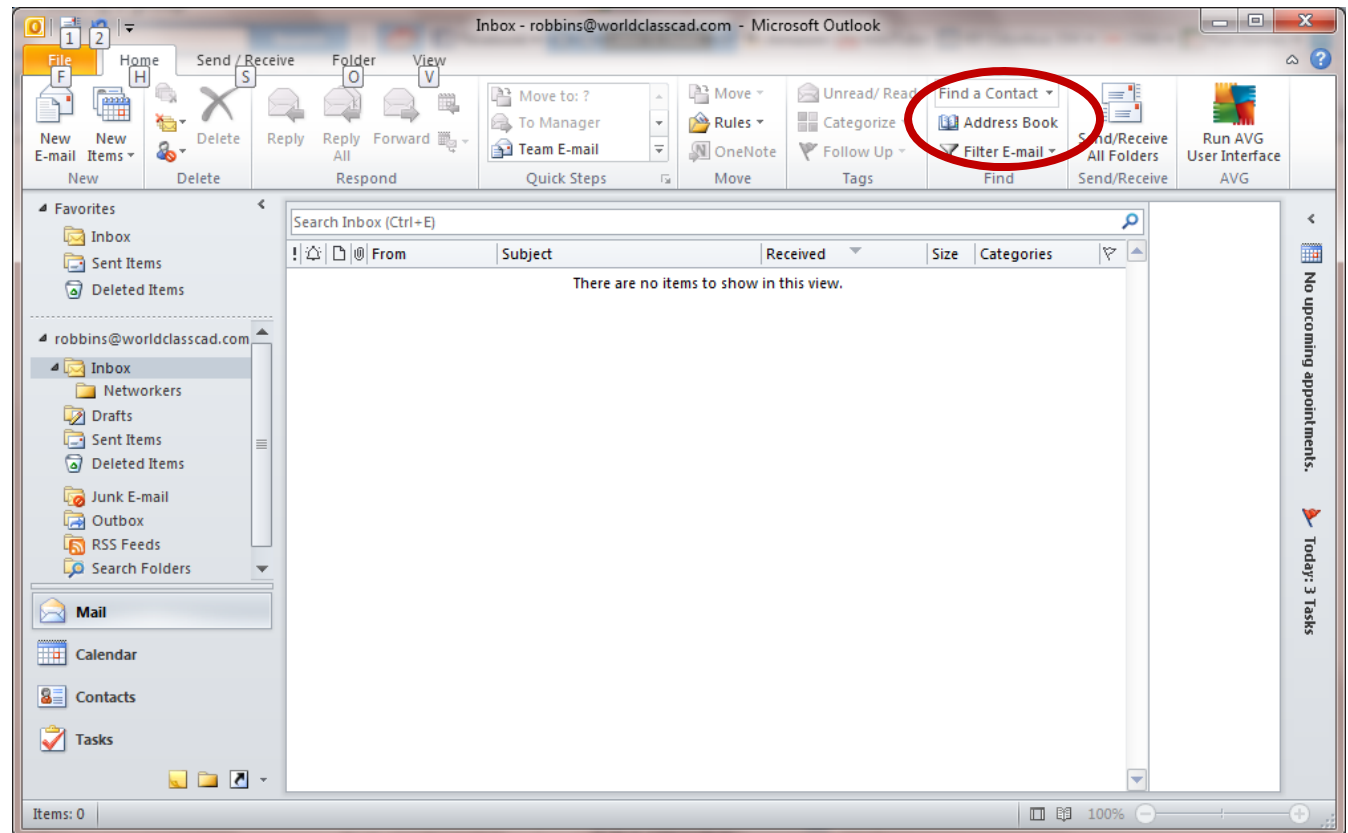
Address Book New Entry

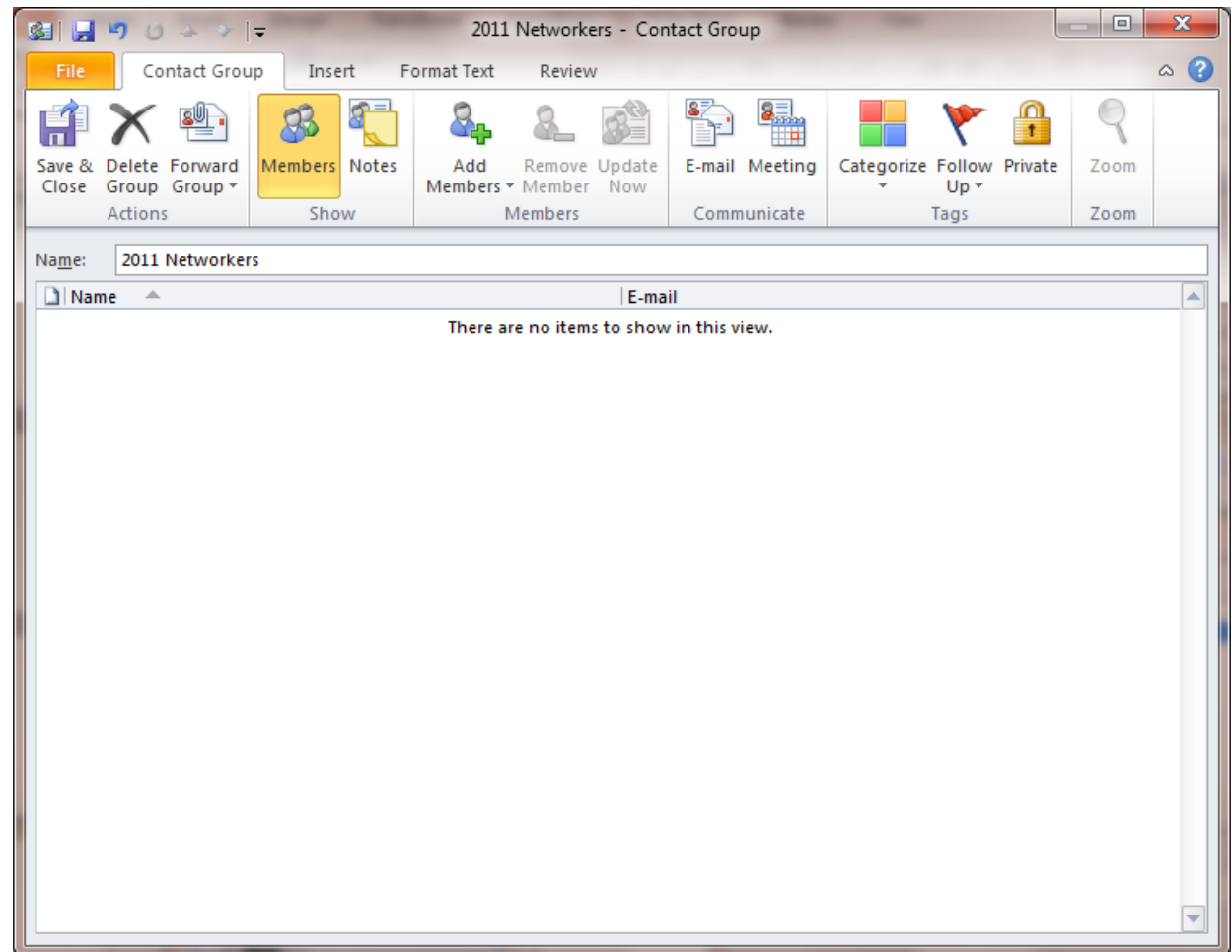We select File on the Menu Bar and we pick New Entry from the popup menu.

New Entry Window

On the New Entry window, we highlight New Contact Group and we press the OK command button.
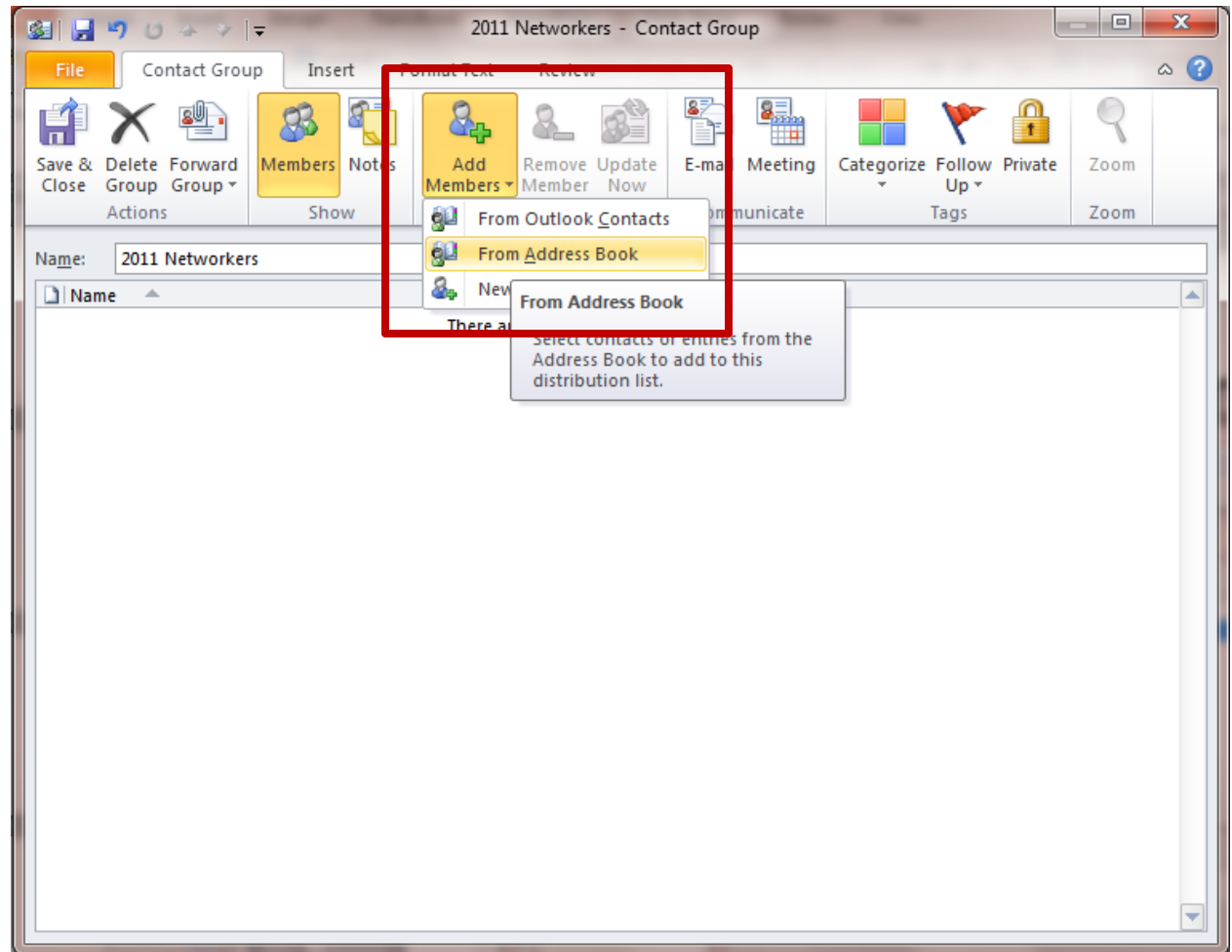
Contact Group Window

In the Contact Group window, we type the name for the folder that will contain those we want to e-mail.
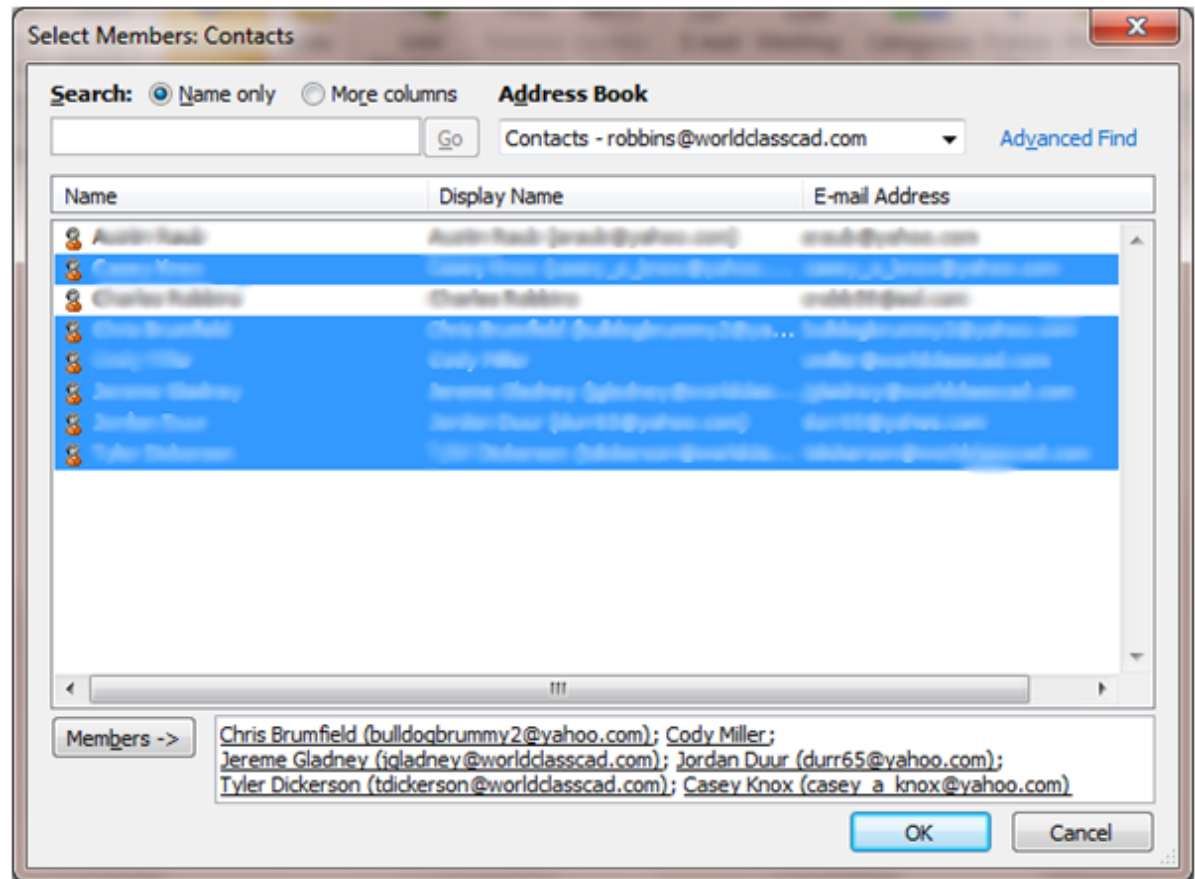
Add Members

We then pick the Add Members button on the menu. On the popup menu, we select From Address Book.

Select Members Contacts

We now highlight the names of the individuals that we want to place into the group folder. After we highlight them, we select the Members button and we see the email address in the list box. We can push the OK button to accept the list.
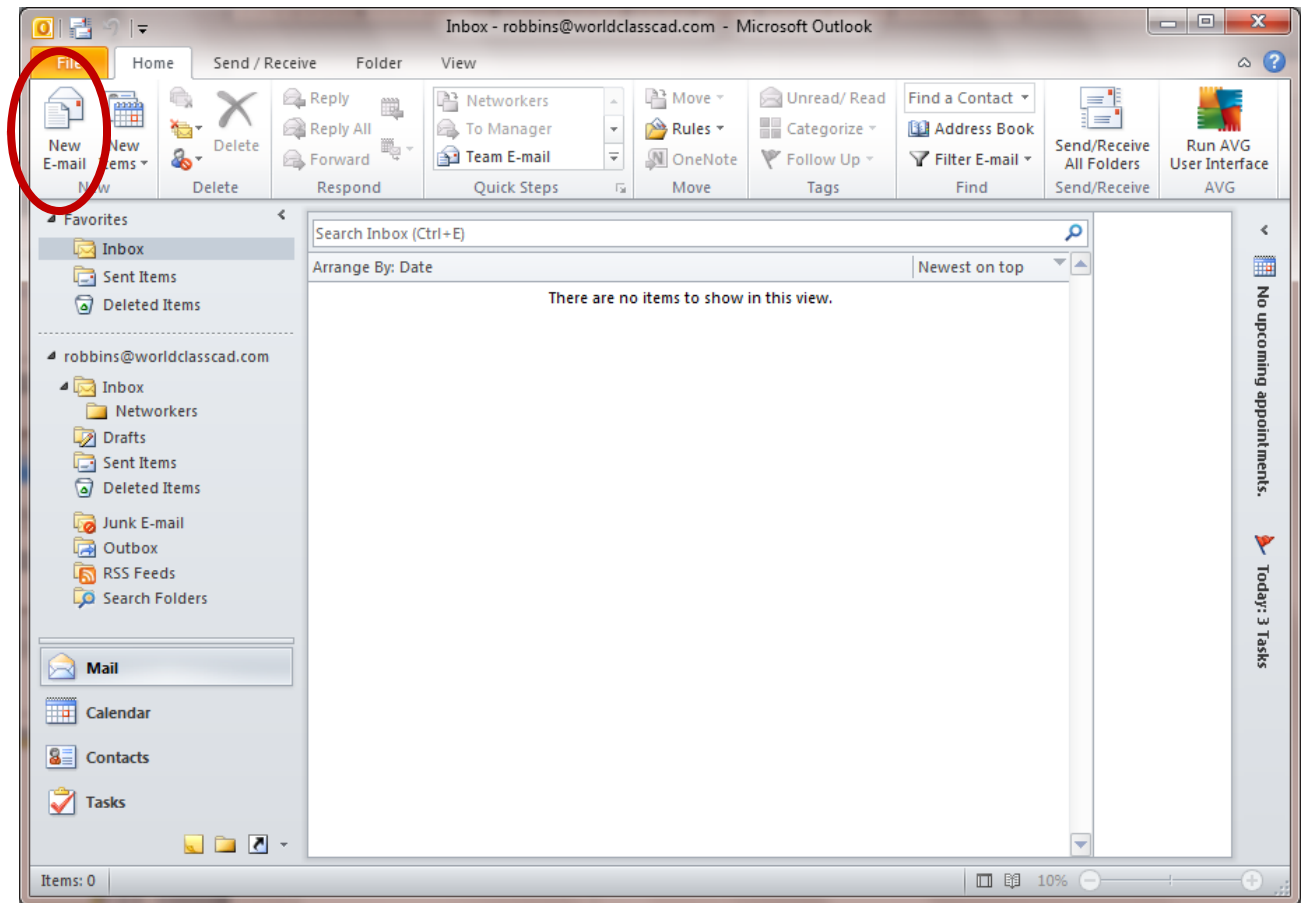
Contact Group

We are returned to the Contact Group console. We can go back to add more Members or continue with the Save and Close button.
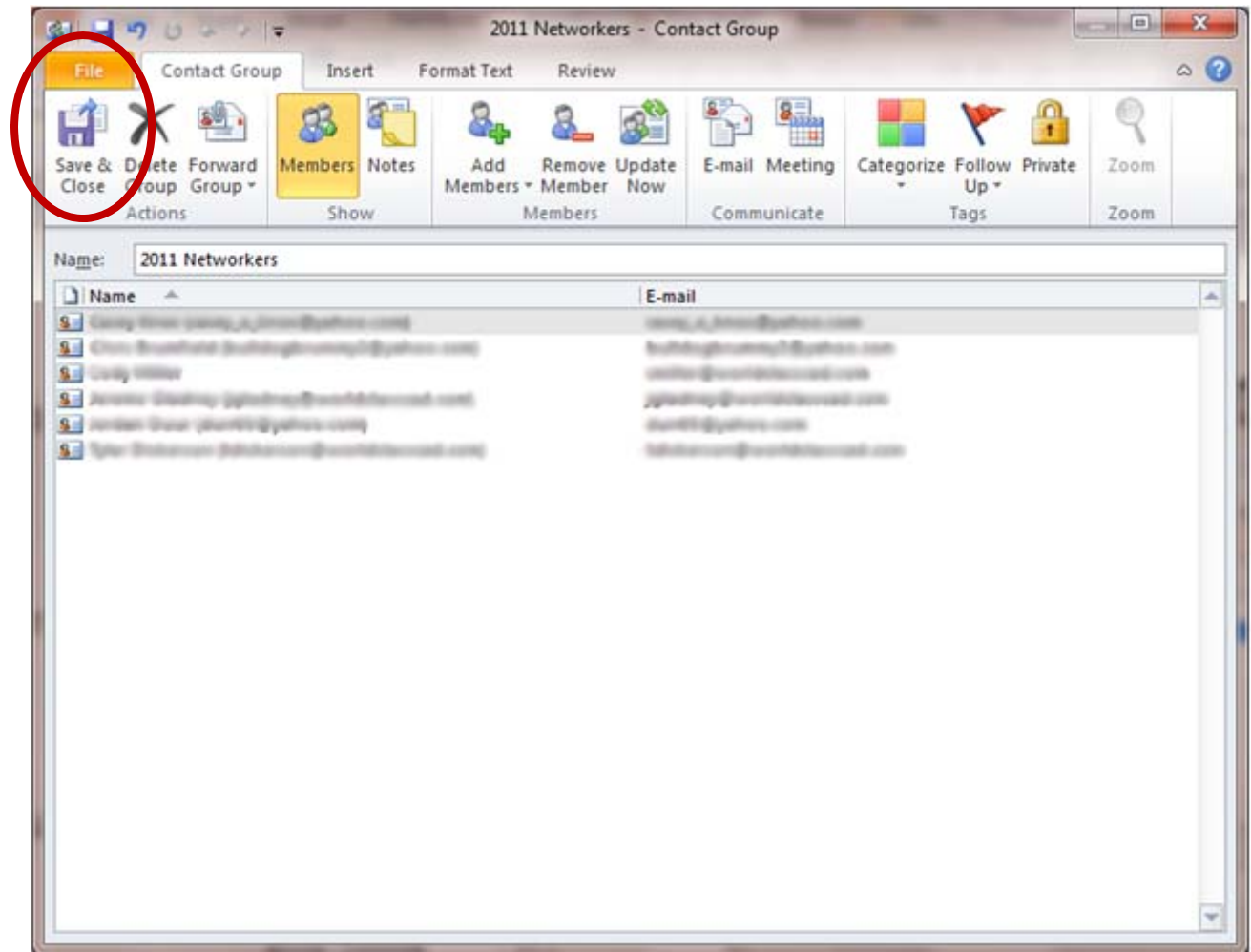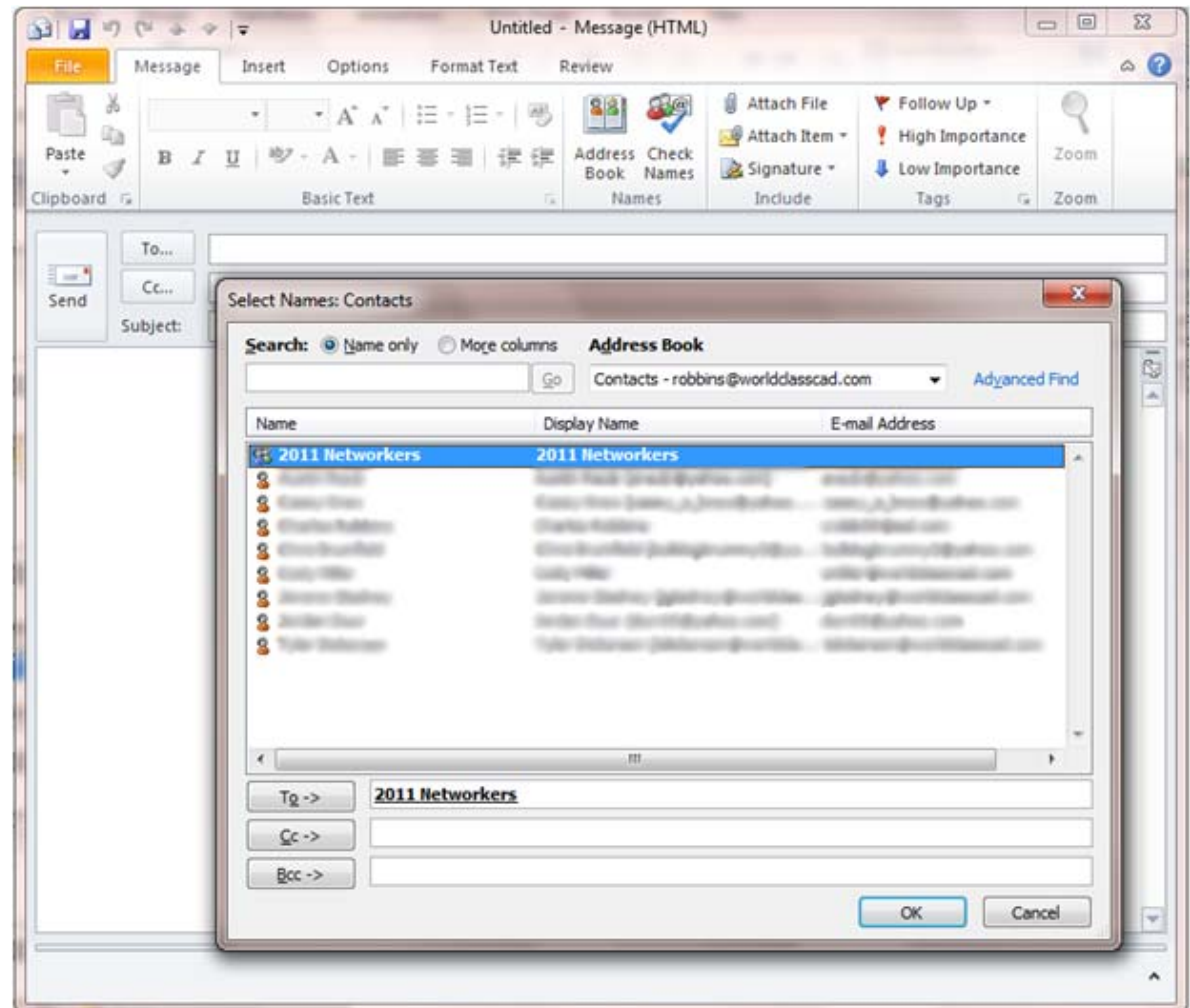
Outlook Main Menu

To send a new email to the group, we select New Email.

New Message

To send an email to a group, we choose the To button on the email. The Address Book console will appear and we can pick 2011 Networkers from the list.

The Group Name in the To Textbox

We then write an email that will be sent to all members of the group and we push the Send button to forward the message to them.