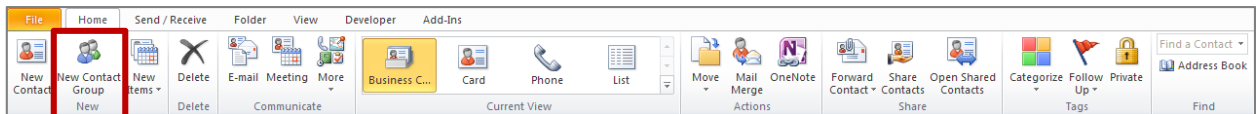


This guide outlines the steps on creating, forwarding, and saving contact groups. Make sure you are in the Contacts Section of Outlook 2010 before following the steps below.

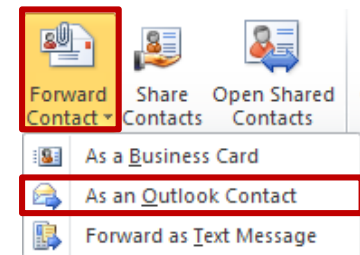
To Create a Contact Group:

Select **Home** tab > **New Contact Group** > Name Group > Add Contacts > **Save & Close**.



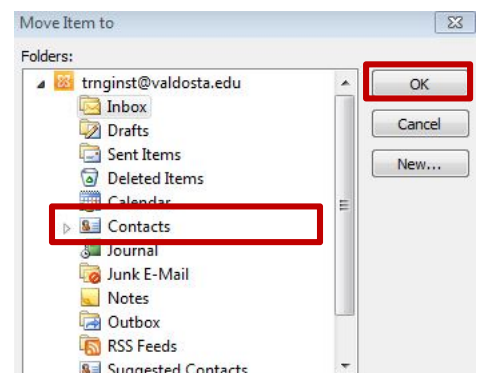
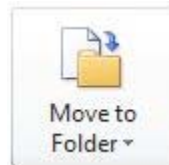
To Forward a Contact Group:

1. Select **Home** tab > Choose Contact Group > Select **Forward Contact** > **As an Outlook Contact**.
2. Enter Recipient email address(es) in the **To...** field > Select **Send**.



To Save a Contact Group:

1. Upon receiving the Forwarded Contact Group, open the FW: Contact Group email.
2. Select **File** tab > **Move To Folder** > Select the **Contacts** Folder > **OK** > **Save & Close**.



The Contact Group will now appear in your contacts.