

Outlook 2010: Contact Groups

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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.

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To Forward a Contact Group:

- 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.
- Select File tab > Move To Folder > Select the Contacts Folder > OK > Save & Close.





The Contact Group will now appear in your contacts.

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