# Creating and Sharing Contact Groups in Outlook Client

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 for lists in Outlook

First login to Outlook and open your contacts.

Follow these steps to create your folder as the container for holding your mailing lists. This would be similar to creating an Address Book in GroupWise:

1. Click on one of the existing folders in your contacts. In the example "Contacts" is selected.
2. **Right Click** and select **New Folder**.
3. **Type a name** for the folder to be created (for example, Mailing Lists).
4. Scroll in your folder list to the appropriate location where the new folder should be added. You might add this new folder as a sub-folder under "**Contacts**" and click **OK**.
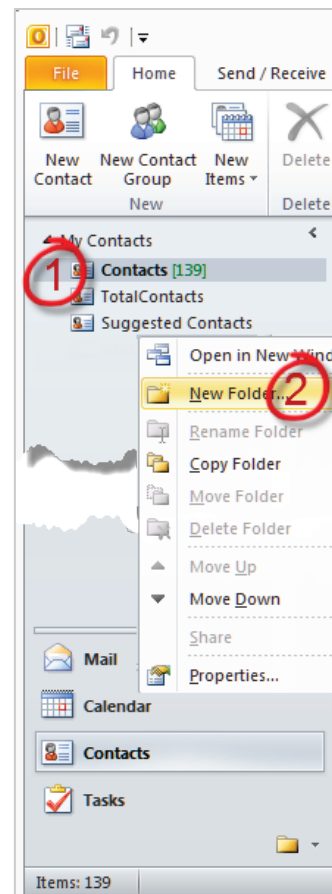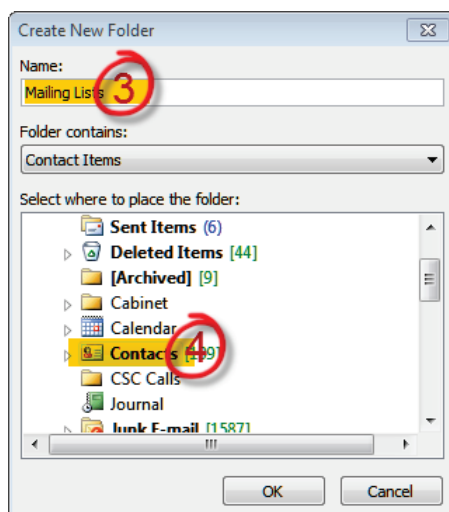
5. Soon you will see the new folder appear in the list.
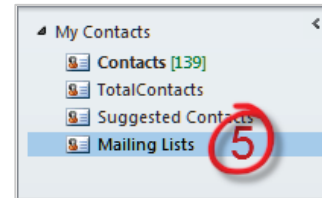

Create New Contact Group and Add Members

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 **New Contact Group** from the **Home** tab under **Contacts.**
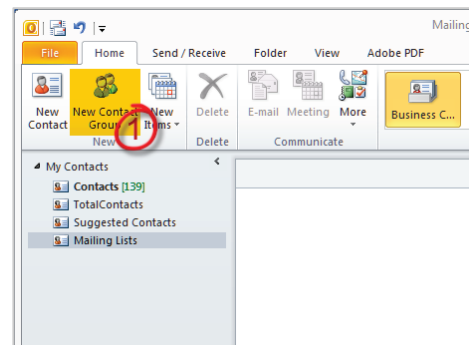

2. Type the name of the new group in the dialogue box.
3. Click **Add Members**.
4. Choose **From Address Book or from Outlook Contacts** as appropriate.
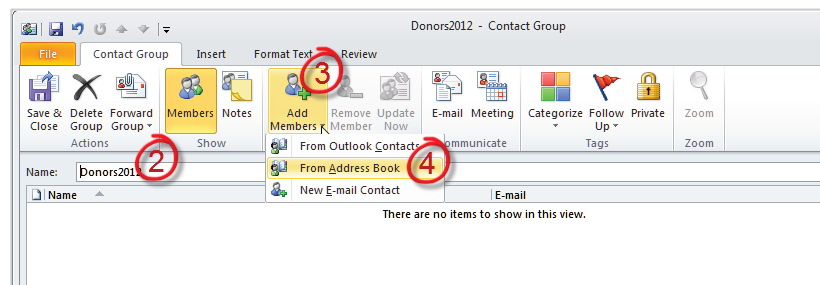
5. From the drop-down list, **select the address book** from which you wish to add the new group members.
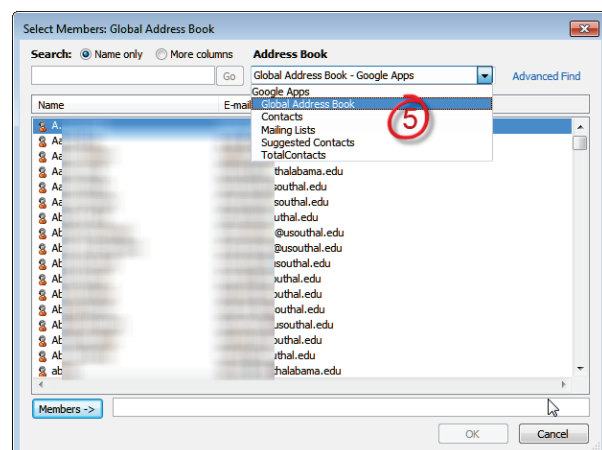
6. **Double-click to add each member** from the selected Address Book to the Group List or select the all the members and click [Members ->] and then OK.

7. After you add all the members and names appear in the Members field at the bottom of the dialogue box, click **OK.**

8. Save the contact list with **Save & Close**.
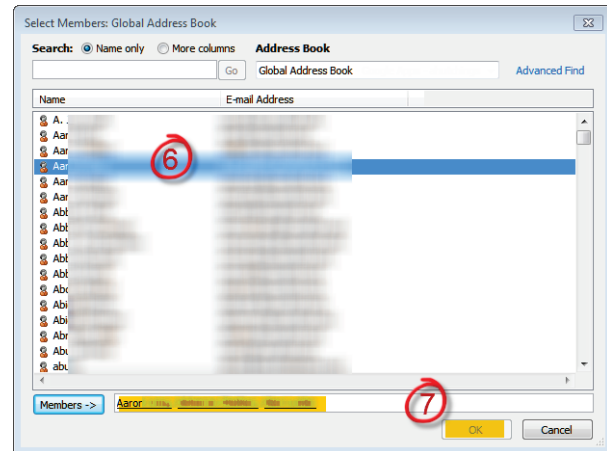
II. *Create a Contact Group by copying names from an email message viewed in Outlook*

Here is another easy way to create a Contact Group when you have all the names in the address line of a message.

1. In the message from which you want to copy the names, **select all the names** in the **To, CC** or B**CC** box.

2. **Right-click your selection**, and then click **Copy**.

3. In **Mail**, on the **Home** tab, in the **New** group, click **New Items**, then click **More Items**, and then click **Contact Group**.

4. In the Name box, **type a name for the Contact Group**.

5. On the Contact Group tab, in the Members group, click **Add Members**, and then click either **From Outlook Contacts** or **From Address Book**.

6. At the bottom of the Select Members dialog box, **in the Members box**, right-click, and then click **Paste**.
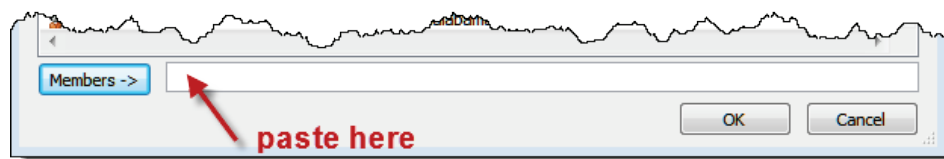
Note: A member doesn't have to be in your Address Book to be added to the Contact Group. The member's name and email address are included when you copy and paste from the original email message.

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

One last way to create a contact group is to work with a .csv file created by exporting a contact group created in JagMail Web View. To recreate the Contact Group in Outlook using the exported list, it is a two-step process – import the contacts to your address book and then create the Contact Group and add members.

Step 1: Import Contacts from a .CSV File

1. You may choose to add the contacts to an existing contact folder or you may create a new folder as described on pages 1-2 of this handout.
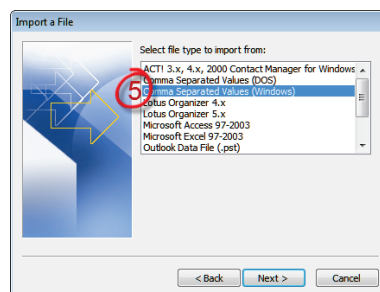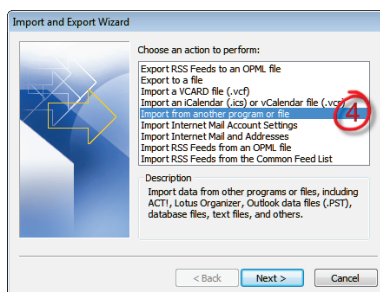2. Go to the **File** tab and click **Open (skip for Outlook 2007)**
3. Click **Import**
   Note: in Outlook 2007 there are only two Steps for steps 2 and 3 here -- **File** tab > **Import & Export**
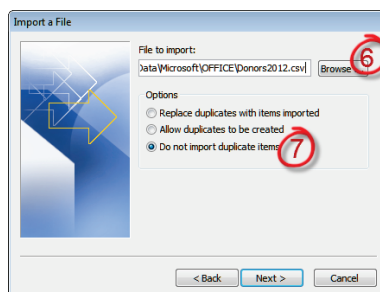4. Choose an action to perform:
   Import from another file or program and click **Next**
5. Select **Comma Separated Values (Windows)**

6. Click **Browse** and locate the file to import
7. Select from the available options on whether to overwrite existing contacts or not and click **Next**
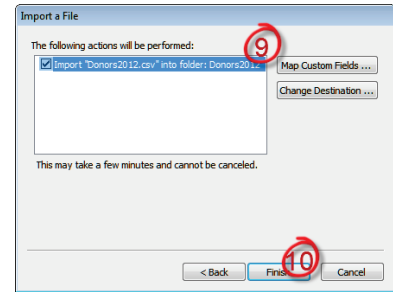
8. **Select the destination folder** where the contacts should be placed and click **Next**

   Note: This will deliver individual contacts to the folder which can be selected individually when addressing messages.
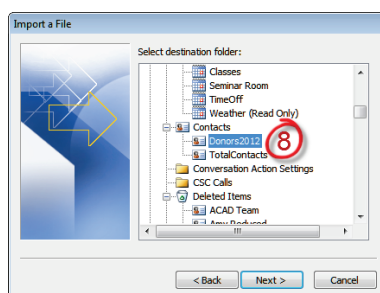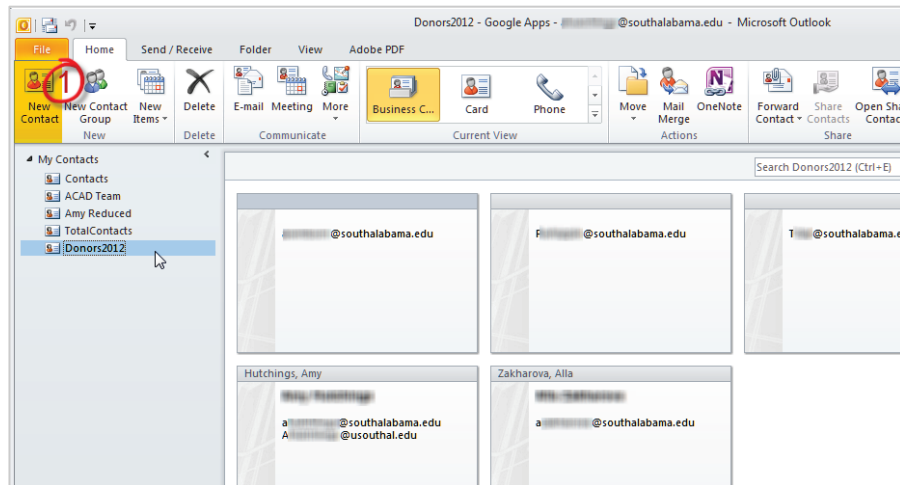
9. If necessary click **Map custom Fields** to match fields from the source data to fields in Outlook
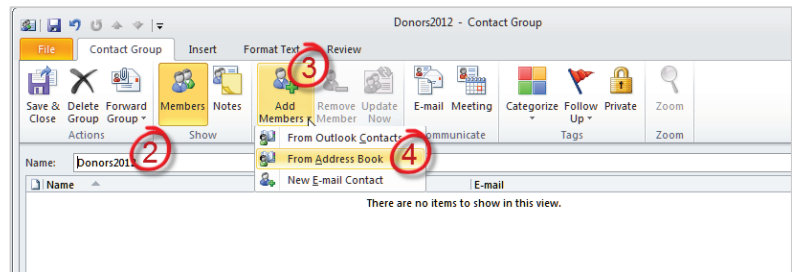10. Finally, click **Finish** to import your contacts to the folder



Step 2: Create New Contact Group and Populate

1. To create a New Contact Group for use in addressing the entire collection of contacts, begin by clicking **New Contact Group.**

2. Type the name of the new group
3. Click **Add Members**
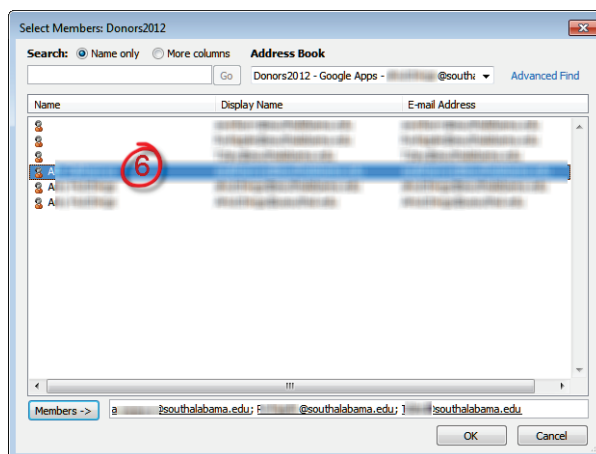4. and choose **From Address Book**

5. From the drop-down list, **select the address book** you recently created. This is a folder you created earlier for importing contacts
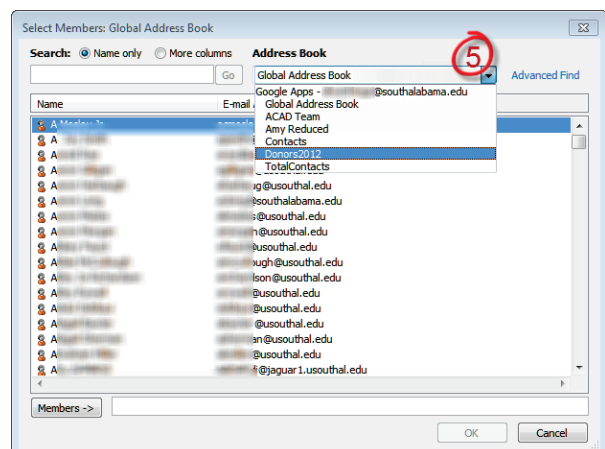
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6. **Double-click to add each member** from the Address Book to the Contact Group or select the all the members and click ⎡Members ->⎤ and then OK.


Address Message to Contact Group

To address a message to a Contact Group (or sometimes referenced as a mailing list), compose a new message and select the mailing list from your address book. In our previous example, we have added our groups under the folder, "Mailing Lists." See the steps below for instructions:

1. To address your message to a Contact Group, go to the **Home** tab in the **Mail panel** and select **New E-mail** in the **New** command group.

2. In the **To**: field or **BCC**: field, enter the Contact Group name or select it from the address book.

3. Click **Send.**
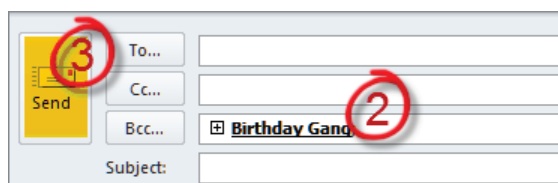
   IMPORTANT: Notice that when you click send, the Contact Group name will be replaced by the individual addresses of all the group members. If you don't want your recipients to see the entire list including email addresses, you need to place the Contact Group name in the BCC field.

Note: Tip for addressing a Contact Group adapted from Tip: Create and Use Contact Groups in Microsoft Outlook, http://technet.microsoft.com/en-us/magazine/ff963533.aspx.