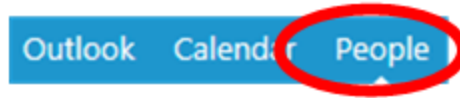


Outlook 2013 Web App

Creating a Group

To create a personal group

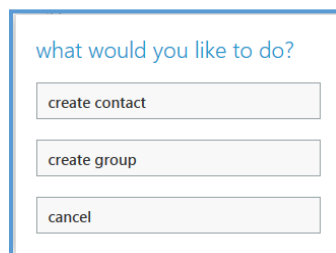
- Click the **People** tab.



- Click the folder under **My Contacts** that you want to create the group in.

- Click **+New**.  **new**

- Click **Create group**.



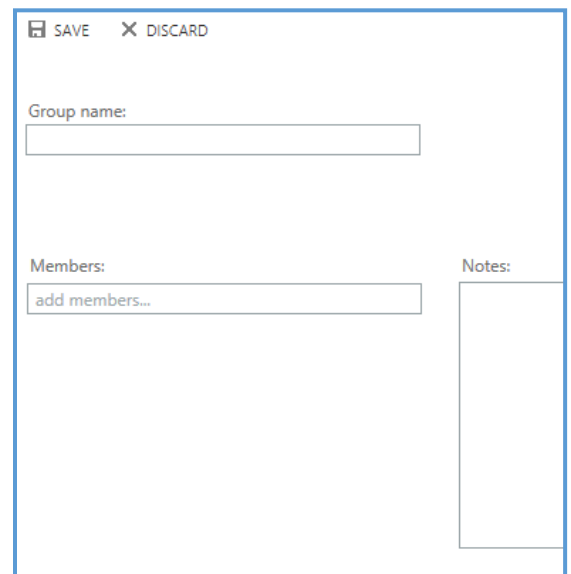
what would you like to do?

create contact

create group

cancel

- In the blank group form, enter a group name.
- Click in the **Members:** box.
- Type the name of the person you want to add.
- If a match is found, press Enter or click the name to add the name to the group.
- You can also type an email address directly in the **Members:** box.



SAVE DISCARD

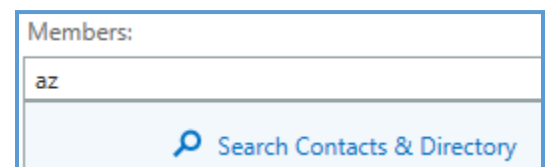
Group name:

Members:

add members...


Notes:

- If the name doesn't automatically appear, click **Search Contacts and Directory** and select the desired contact from the list.



Members:

az

 Search Contacts & Directory

- When you are done, click **Save** to save the changes or **Discard** to cancel.