Exercise

# Contact Groups aka Distribution Lists

Follow along with the video and practice creating a new Contact Group using your existing Outlook People (Contacts) section.

Open your contacts view by clicking the People button:
 OR 

1. Click New Contact Group

2. Name the Group and click “Add Members”:

3. Select and Double Click the names to be added to the Group:

4. If you need to Remove someone, open the Group and select “**Remove Member**”
