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 
* Click **New Contact Group**.
 
* Name the group and click **Add Members**.
 
* Select and double-click the names to be added to the group.
 
* If you need to remove someone, open the group and select **Remove Member**.
 