

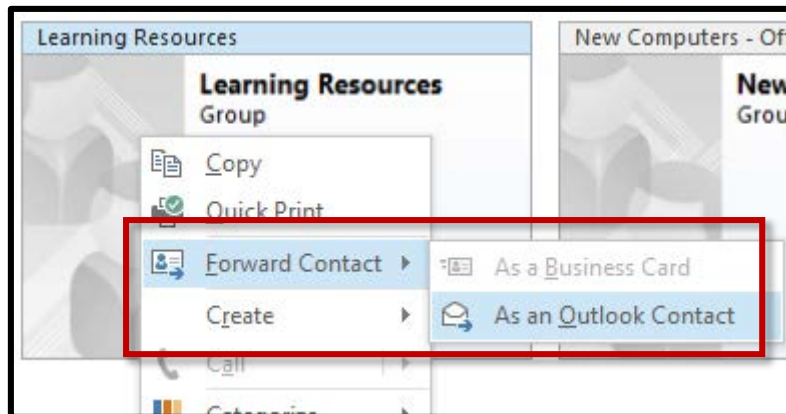
## Sending Contact Groups to other faculty and staff in Outlook

Follow this tutorial to share your Outlook Contact Group (formerly called a Distribution List) with another co-worker. They will be able to copy the Contact Group to their Outlook contacts and send emails with the list. These directions are for Outlook 2013 (Outlook 2010 will follow a similar process).

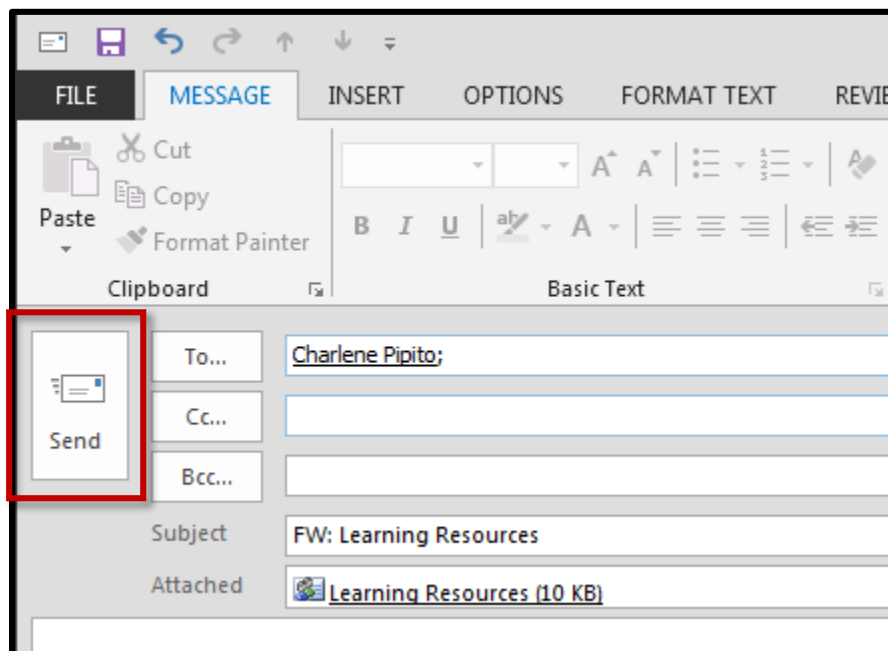
1. Click on **People** in the bottom left corner of Outlook. This will vary depending on the layout of your Outlook.



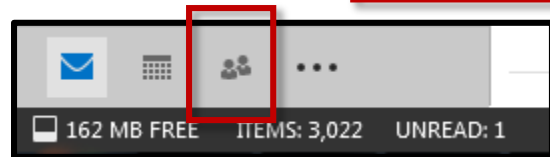
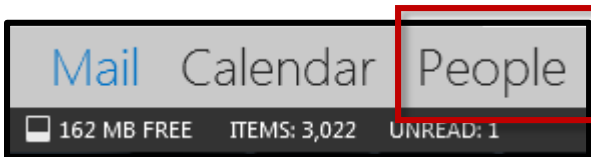
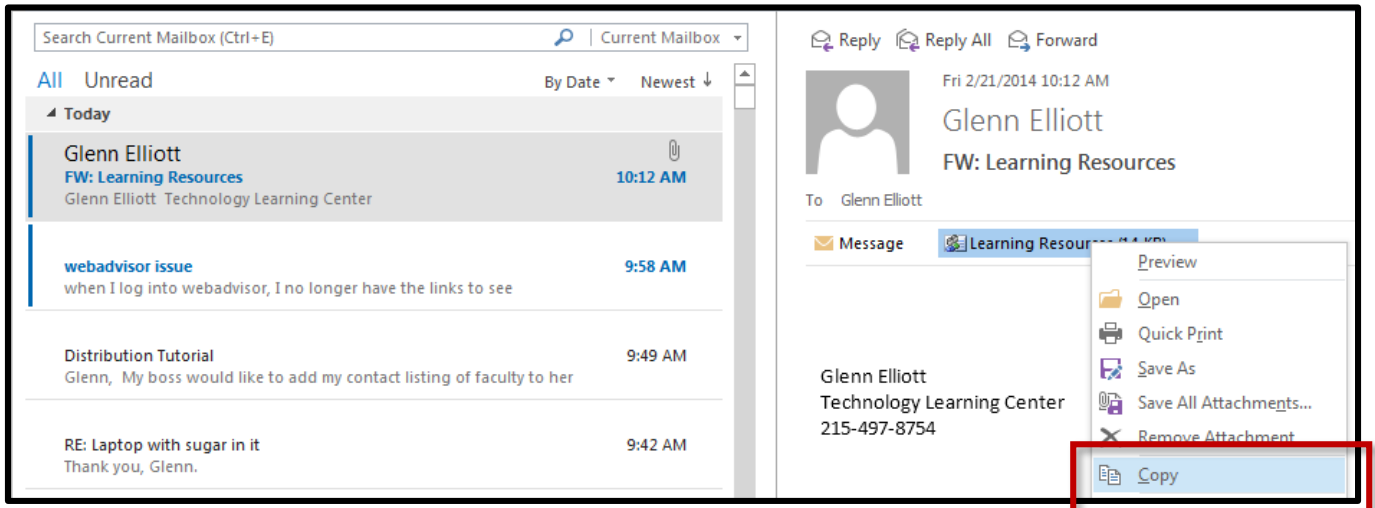
2. Find the Contact Group you wish to share. Right click on the Contact Group and choose **Forward Contact**, then **As an Outlook Contact**.



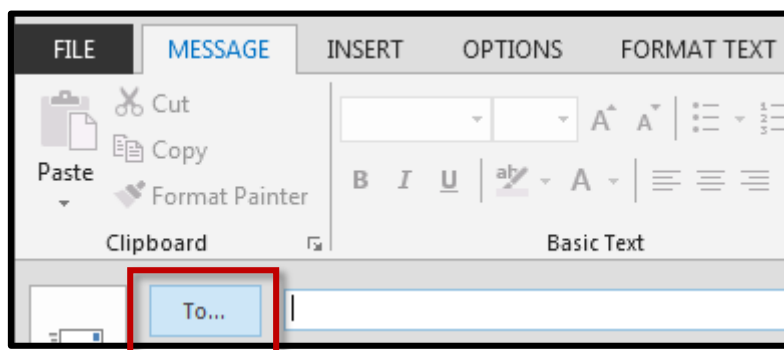
3. A new email message will appear. Type in the name of the person you wish to share your Contact Group with. When finished, click the **Send** button.



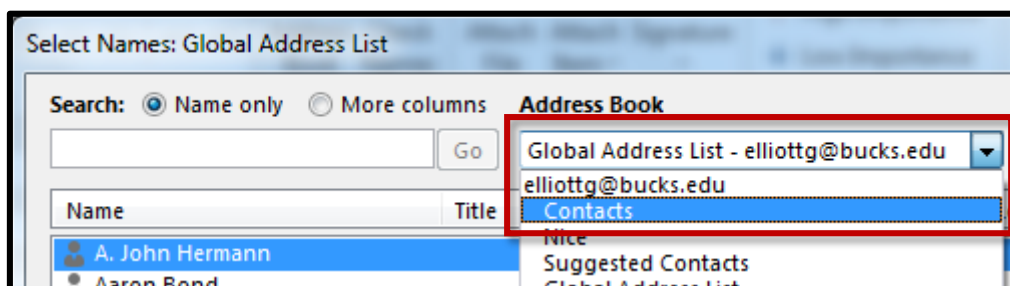
4. An email message with your Contact Group attached will arrive in their inbox. There are two ways to save the Contact Group from the attachment.
  - 1) Right click on the attachment, in this case Learning Resources and choose **Copy**. Open the People section of Outlook (from Step 1) and **Paste** the Contact Group by using the keyboard shortcut **CTRL+V**.
  - 2) Left click, hold, and drag the attachment to the People section of Outlook.



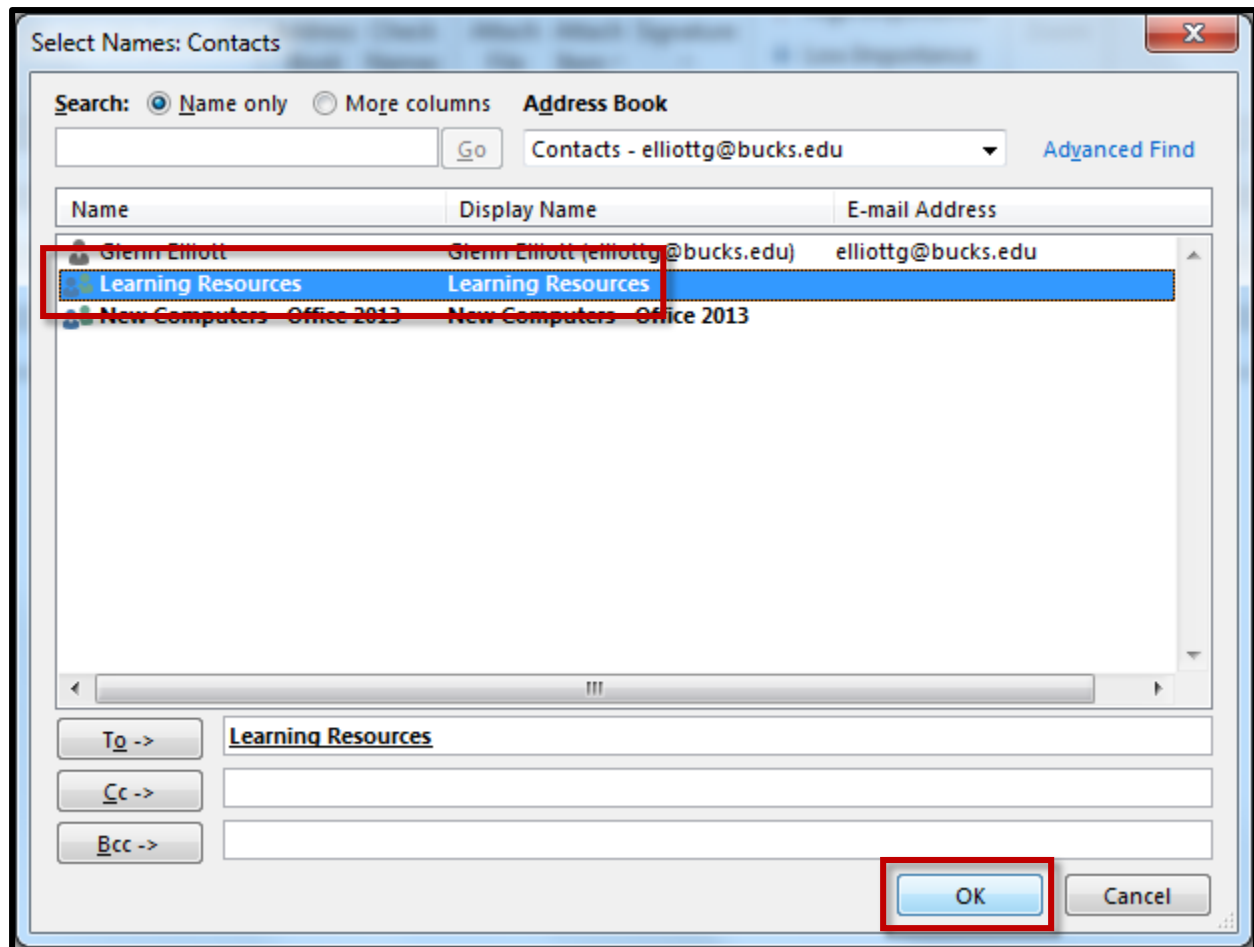
5. After the attachment has been saved in the People section of Outlook, you can then compose a message to the Contact Group. Create a new email message and click the **To...** field.




6. From the Global Address List, choose **Contacts**.



7. Double click on the Contact Group and it will move to the To-> field. Click **OK**.



8. The Contact Group will be displayed in your new email. To verify the recipients, you can expand the contents of the Contact Group by clicking the **plus sign** . Compose the email message and click **Send** when finished.

