

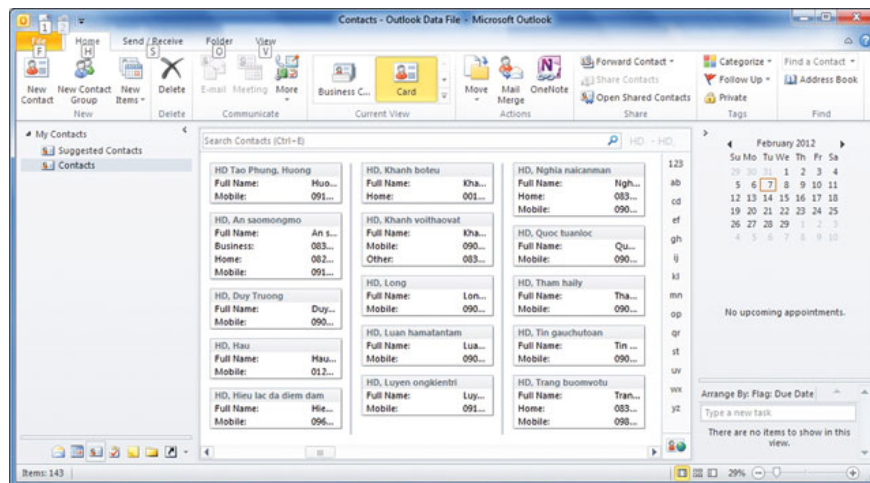
Create group of email addresses in MS Outlook 2010

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Creating email address groups (Contact Group with MS. Outlook 2010 or Distribution List with MS. Outlook 2007) makes it easier to send the same email to multiple recipients in the same group. Instead of entering each email address to send in the To section, simply enter the group name and MS.

Outlook will automatically add the corresponding email addresses in the group. Not only useful in sending email, you can also use email address group to assign task request (task request), meeting request, etc. This is especially useful for people. Use office computers to work in a collaborative environment.

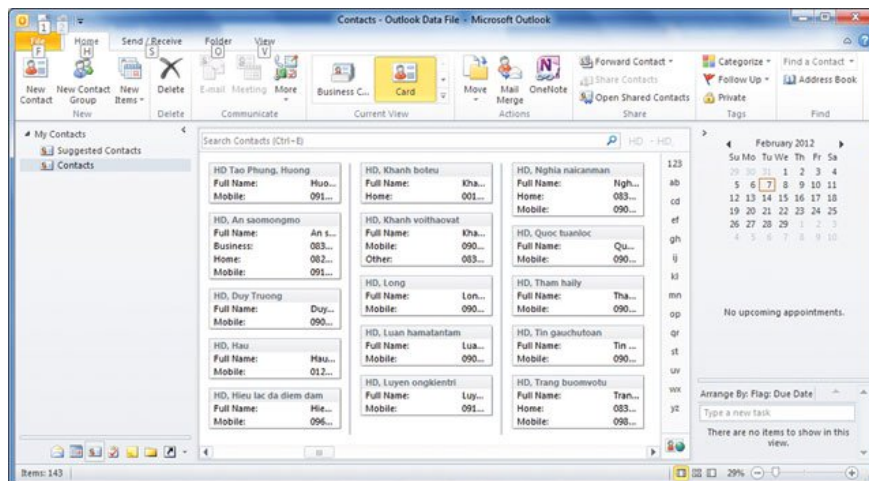


1. Create Contact Group

- Launch **MS. Outlook** . On the **Home** tab, select the **Contact** item (or press **Ctrl + 3**). (Figure 1)
- Select **New Contact Group** in the main interface of the Contact section and name the group according to individual needs; such as '**BanCongNghe**'.
- You can enter recipients' email addresses from **Address Book, Outlook Contacts** and **New Email Contact**. For example, with **Address Book**, select **Add Members** and click **From Address Book**. Browse the display list, select the user name (or email address) to create the group and click **Members**.

Hold down **Ctrl** to select multiple users, multiple email addresses at once. Check personal information such as name and email address to avoid confusion (Figure 2).

- Select **Save & Close** to finish creating **Contact Group**.



So, to send a message to the group of newly created addresses, select **New** (or **Ctrl + N**) to open the window, select **Address Book** and click the Group name to send in the window **Select Name: Contacts**. You can check the list of email addresses in the group by clicking on the '+' sign.

Note: You can also use user information through email received to put into Contact Group.

Do as follows:

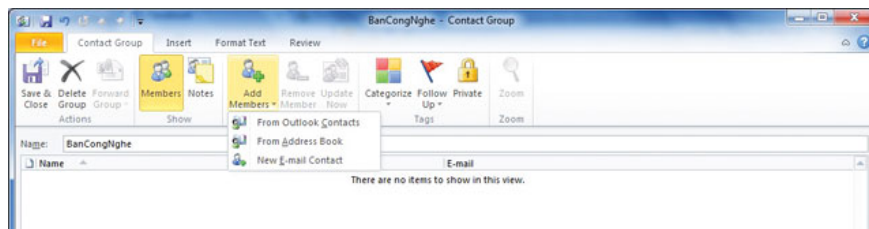
- Back to Mail (**Ctrl + 1**), right-click on the sender's name (or email address) in the email received, select **Copy**.

- In the **Home** tab, select **New Items** and click **Contact Group** in **More Items**.

- Enter the name of the email address group, such as **BanCongNghe** in the **Name** box. Select **Add Members** and click **From Outlook Contacts**.

- Right-click in the **Members** frame and select **Paste** to enter the user information.

- Click **OK** and select **Save & Close** to finish adding a new name (or email address).



2. Edit Contact Group

In the **Contacts** section , select the name of the address group to change information. Click **Add Members** in the window that displays the group name that appears. With **Address Book**, click **From Address Book** and browse through the display list to select additional email addresses. Select **Save & Close** to finish.

Do the same to delete the email address in the group. Select the name of the group to change, browse the display list, select the email addresses to remove and click **Remove Member**. Select **Save & Close** to finish.

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