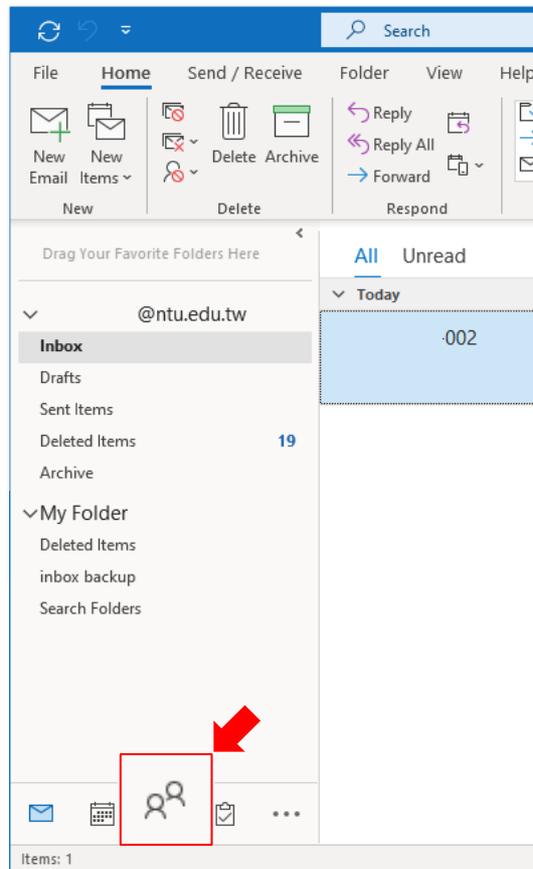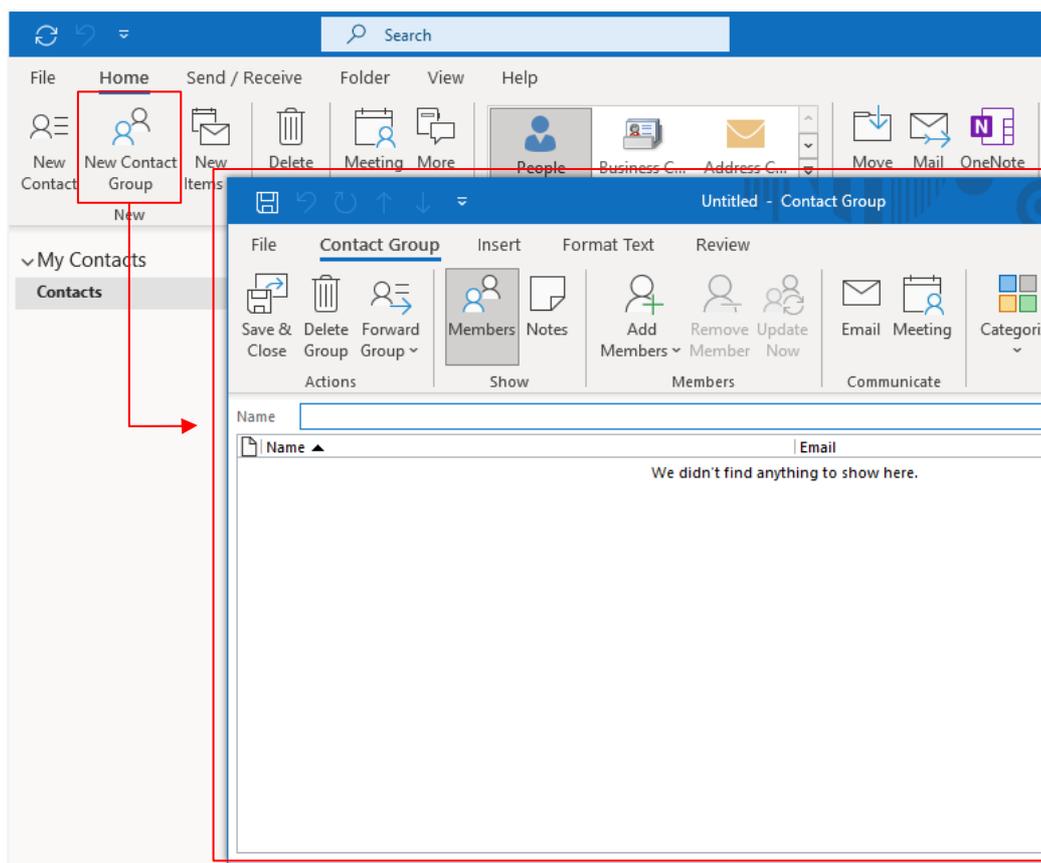# New contact group

1. Click on the icon and switch【Contacts】.
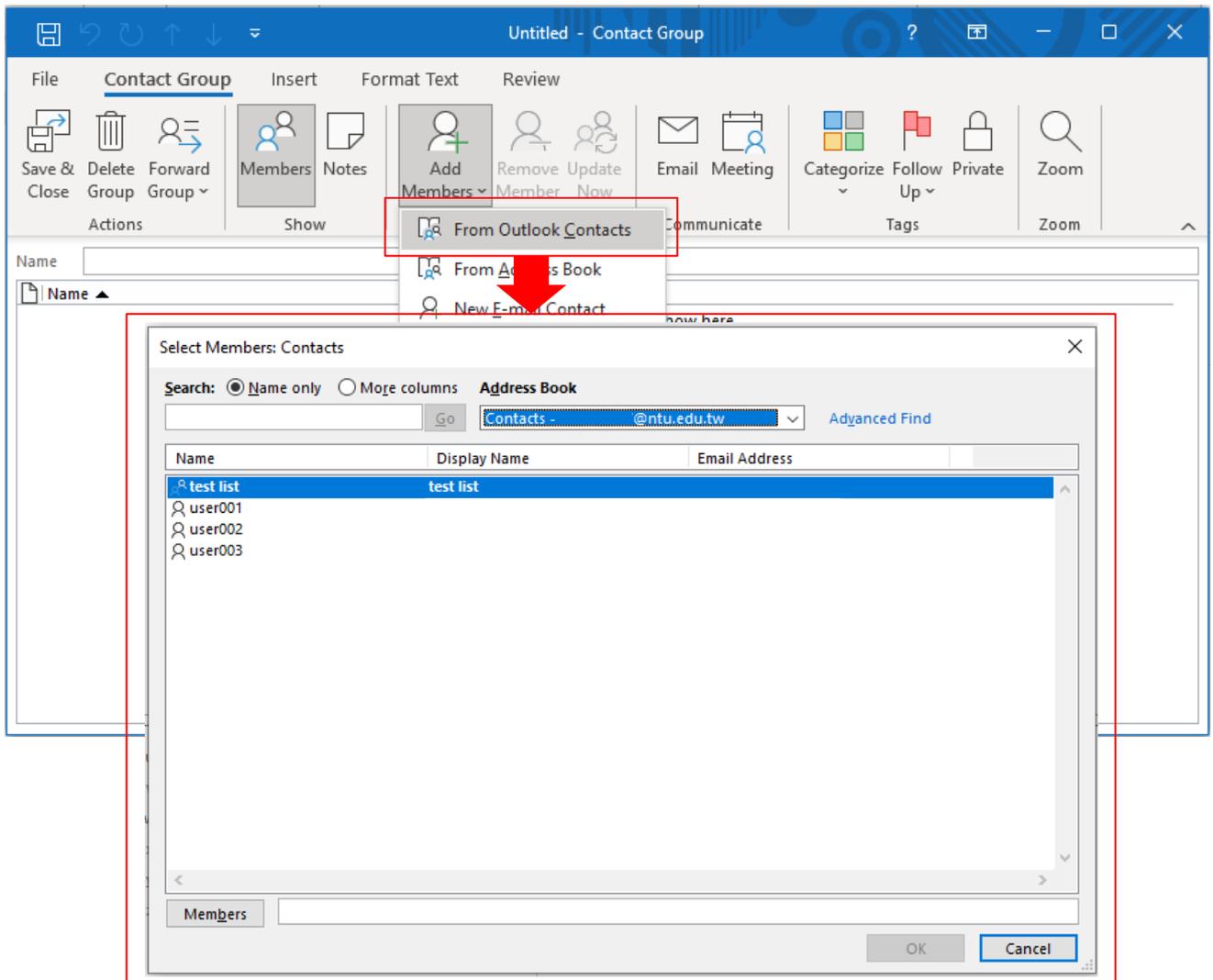

2. Click【New Contact Group】, it will pop up the window.

3. Click on【Add Members】.

According to individual needs, there are three methods available to choose from.

(1) From Outlook Contacts.
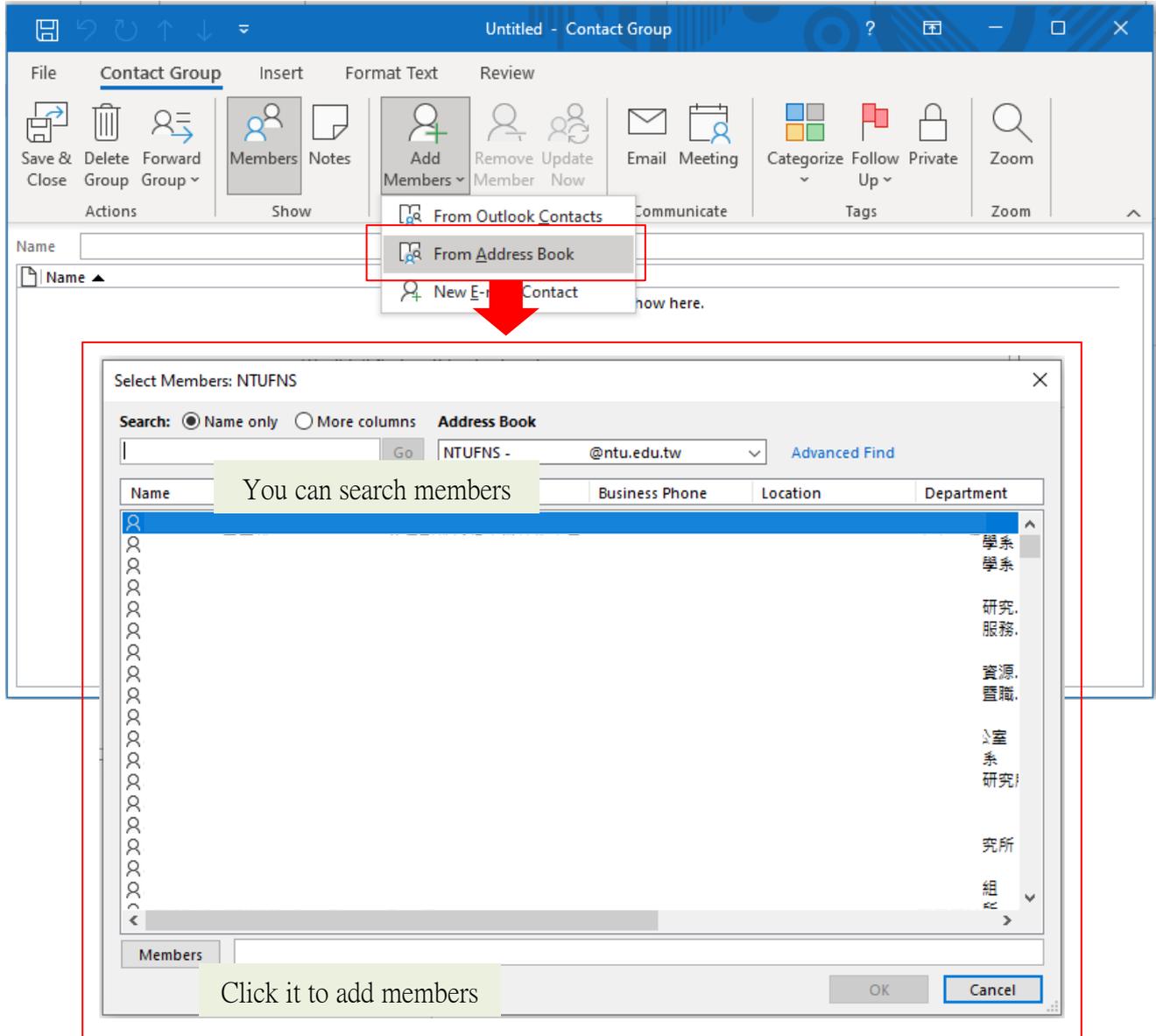
(2) From Address Book.

(3) New E-mail Contact.

(1).【Add Members】→【From Outlook Contacts】.

Add members from imported contacts to create a contacts group.
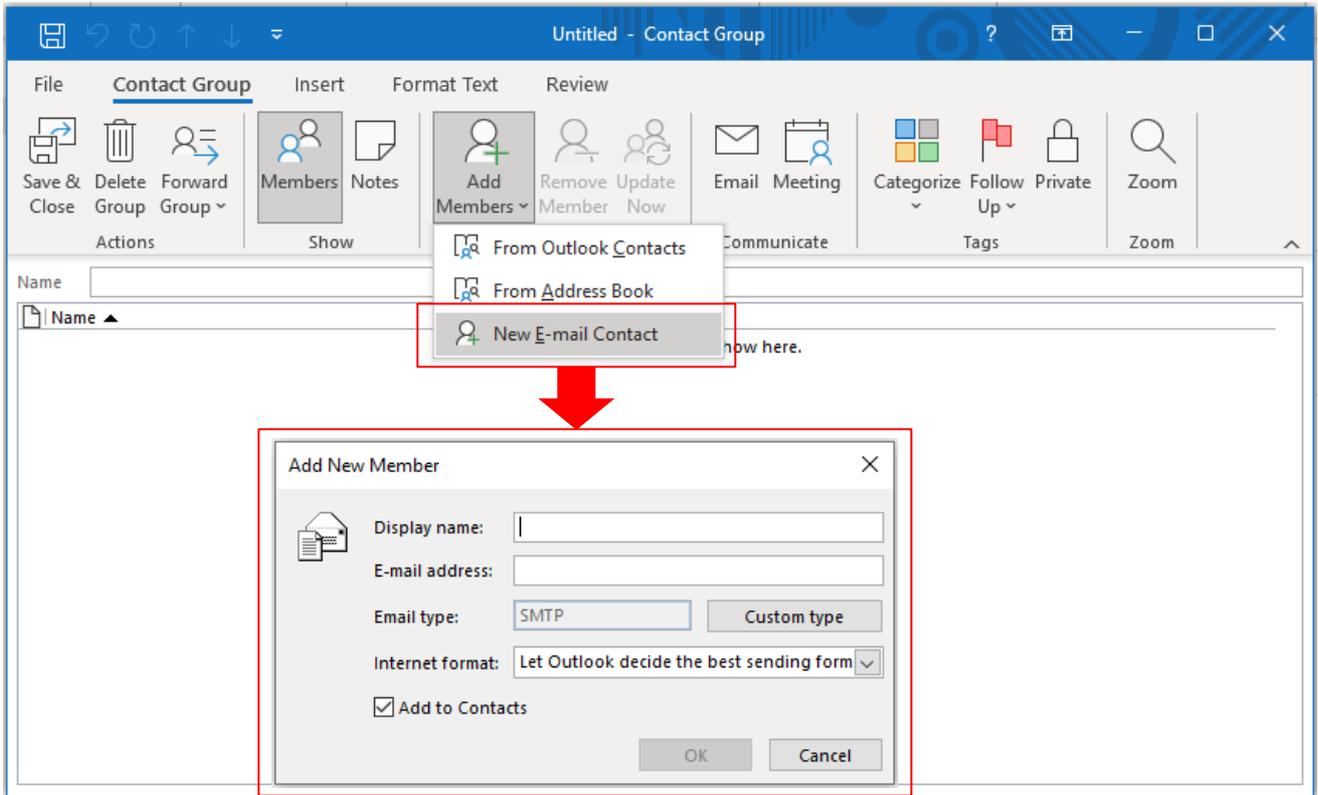
(2).【Add Members】→【From Address Book】.

You will see all accounts using Exchange mail in the address book,
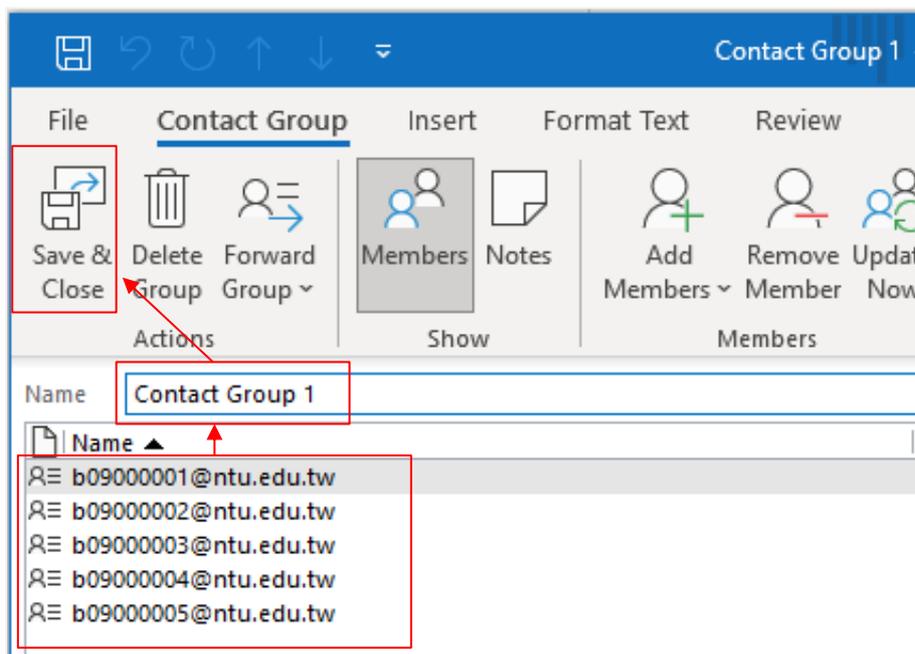
and you can select and create contacts groups as needed.

You can search members

Click it to add members

(3).【Add Members】→【New E-mail Contact】.

Enter an email address to directly add members to the group, and you can also add them to contacts.

4. Confirm the list of members, name the group, then click 【Save and Close】.

Tips：

The maximum number of recipients for a single email sent within the school is 500 people, so it is recommended that the number of people on the list be less than 500.

5. Completed the contact group.