

2024/3/8

New contact group

1. Click on the icon and switch [Contacts].



2. Click [New Contact Group], it will pop up the window.

| S 2 → | ✓ Search | | | |
|-----------------------------|---|--|--|--|
| File Home Send | d / Receive Folder View Help | | | |
| New New Contact New Contact | Delete Meeting More People | Business C Address C | | |
| New | | Untitled - Contact Group | | |
| ✓ My Contacts Contacts | File Contact Group Insert For Save & Delete Forward Close Group Group - Notes | Part Text Review Add Remove Members • Member Now Email | | |
| | Actions Show | Members Communicate | | |
| └ → │ | | Email | | |
| | | We didn't find anything to show here. | | |
| | | | | |



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] \rightarrow [From Outlook Contacts].

Add members from imported contacts to create a contacts group.

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| File Conta | tact Group Insert Format Text Review | | |
| Save & Delete Close Group Actions | Show Show | Q Zoom Zoom | ~ |
| Name | From Actions Book | | |
| Name ▲ | A New E-mar Contact | | |
| | Select Members: Contacts | × | |
| | Search: Name only More columns Address Book Go Contacts - @ntu.edu.tw Adyanced Find Name Display Name Email Address Atest list test list | | |
| | Q user001 Q user002 Q user003 | | |
| | | ~ | |
| : | Mem <u>b</u> ers OK Car | ncel | |



(2). [Add Members] \rightarrow [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.

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|---|---|---|-------|
| File Contact Group Insert F Save & Delete Forward Close Group Group × Actions Show Name Name Name | ormat Text Review | Categorize Follow Private V Up V Tags Zoom | |
| Select Members: NTUFNS Search: Name only OMore Name You can se R R R R R R R R R R R R R | columns Address Book Go NTUFNS - @ntu.edu.tw earch members Business Phone | Advanced Find Location Department 學系 學系 學系 學系 研究、 服務、 資源、 暨源、 暨源、 賢源、 賢家、 「日本の | |



(3). [Add Members] \rightarrow [New E-mail Contact].

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

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|---|--|---|---|--------|
| File Contact Group | Insert Format Text | Review | | |
| Save & Delete Forward Close Group Group × Actions | Members Notes Show Show Add Members ~ Members ~ M | A A Remove Update Member Now Email Meeting Outlook Contacts communicate Address Book | Categorize Follow Private Up ~ Tags | Zoom A |
| ſ | Add New Member | | × | |
| | Display name: E-mail address: Email type: SM Internet format: Let | TTP Custom type t Outlook decide the best sending form OK Cancel | | |

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.

