1. Go to your Contacts (bottom left of Outlook screen)......



2. Click on **New Contact Group** in the upper left portion of the screen



3. A screen similar to the one below should appear ...

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File Contact Gro	oup Insert Format Text	Review								
Save & Delete Forward Close Group Group * Actions	Members Notes Add Members Show	Remove Update Member Now Members Commun	leeting nicate	Zoom Zoom						
Na <u>m</u> e										
Name A E-mail										
We didn't find anything to show here.										

4. (1) Provide a name for your group and then (2) start adding group members by clicking on **Add members** ...



5. From the pop-up menu, select From Address Book



<u>Note</u>: For users outside of our Global Address List (i.e. CCA users) you must first create a personal contact of the person and then choose them from the **From Outlook Contacts** option

6. (1) Highlight the users you want to add to the group and then (2) click the **Members** button (as shown on in the illustration on the next page) ...

Select Members: Offline Global Address List				×
Search: Name only OMore columns Ag	<u>I</u> dress Book			
<u>G</u> o O	ffline Global Address List - tha	rdy@archa 🗸 🛛 Ady	anced Fin	nd
Name	Title	Business Phone	Locatio	on
🞎AOA-ALL				^
24 _Catholic Construction Services, Inc. (CCSI)				
Catholic Mutual Insurance (CMI)				
Georgia Bulletin, The (GAB)				
Metropolitan Tribunal (MTP)				
Office of Archives and Records (ARC)				
Office of Catholic Cemeteries (CEM)				
3 Office of Catholic Schools (CSO)				
S Office of Child and Youth Protection (OC				
Sa Office of Divine Worship (ODW)				
24 _Office of Facilities Management (FAC)				
24 _Office of Finance (FIN)				
and Discipleship (OFD))			
24 _Office of Human Resources (HR)				
24 _Office of Intercultural Ministries (OIM)				
Office of Life, Dignity, and Justice (OLDJ)				
24 _Office of Operations (COO)				
2 _Office of Planning and Research (PRO)				
Contract Personnel (PPO)				
Contract of Stewardship (STE)				
Contract of the Archbishop (ABO)				
Conce of the Chancellor (CHN)				
Office of the Vicar for Peligious (VCP)				
Office of the Vicars General (VCG)				
Office of Vocations (VOC)				
Alice DeSantis	Advocate			
Alice Diprima	Advocate			
Allen Austin	Associate Director of Camp	404.920.7641		
🚨 Allen Kinzly	Multi-Media Specialist	404.920.7348	357S	
🚨 Amanda Hailey	Administrative Assistant, O	404.920.7465	353N	
🚨 Amy Marriott	Auditor	404.317.8590		
🚨 Amy Perry	S.A.S Accountant	404.920.7409	337-5N	
🚨 Andreana Herrera	Notary	404.920.7517	2325	
👗 Andrew Lichtenwalner, Ph.D.	Director of Formation and	404.920.7624	230N	
Andrew Nelson	Reporter	404.920.7433	319N	
Andy Hoeckele	Advocate			
Angela Pratt	Moderator of the Tribunal	404.920.7511	2315	
Angelique M. Richardson, CA, CRA	Director of Archives and R	404.920.7694	114N	
Ann O'Hern Lenr	Advocate Defender of the Pand	404 020 7519	2245	
Anna Marie Champlee, JCL	C A S Sepior Accountant	404.920.7518	2245	
Anne Decaro	Office Manager and Every	404.920.7865	125N	~
<	onice manager and execu	-0-020.7003	12.JN	
			-	
Mem <u>b</u> ers -> 2				
		OK	Cancel	
•		OR	Carreet	

7. When finished, click the **OK** button and your window should look similar to the one below ...

File	5 შ ი	⑦ ↑ ↓ = _Secretariat - Contact Group Contact Group Insert Format Text Review							р		?	क -	- 🗆	×	
Save & Close	Delete Group Actions	Forward Group +	Merr	bers Show	Notes v	Add Members	Remove • Member Members	Update Now	Email Comm	Meeting nunicate	Categori	ize Follov Up v Tags	w Private	Q Zoom Zoom	^
Na <u>m</u> e	Name _Secretariat														
Name A E-mail															
Andrew Lichtenwalner, Ph.D. alichtenwalner@archatl.com															
Archbishop Gregory J. Hartmayer, OFM Conv						gha	ghartmayer@archatl.com								
Service Stress S						DSN CTH	CTbibaudeau@archatl.com								
E David Spotanski						DSr	DSpotanski@archatl.com								
Deacon Dennis Dorner						ddo	ddorner@archatl.com								
Father Gerardo Ceballos Gonzalez						Ger	GerardoCeballos@archatl.com								
💵 Hal Plummer						hpl	hplummer@archatl.com								
💵 John Schiavone						JSc	JSchiavone@archatl.com								
Mardessa Smith						MW	MWSmith@archatl.com						-		
A msmith@archatl.com										•					

8. Click Save & Close to add the group to your contacts ...



9. (Optional) You may want to test your group