1. Go to your Contacts (bottom left of Outlook screen)......
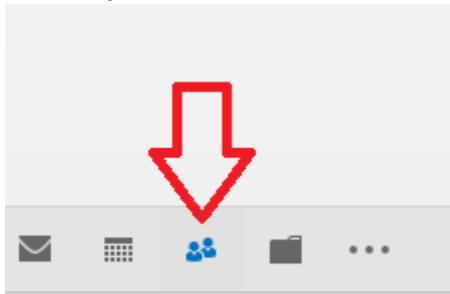
2. Click on **New Contact Group** in the upper left portion of the screen ....
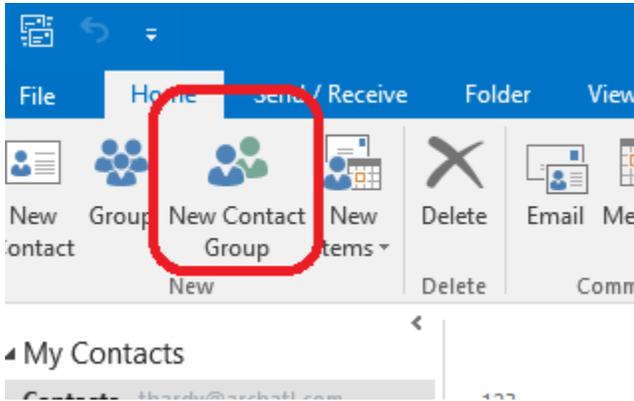
3. A screen similar to the one below should appear ...
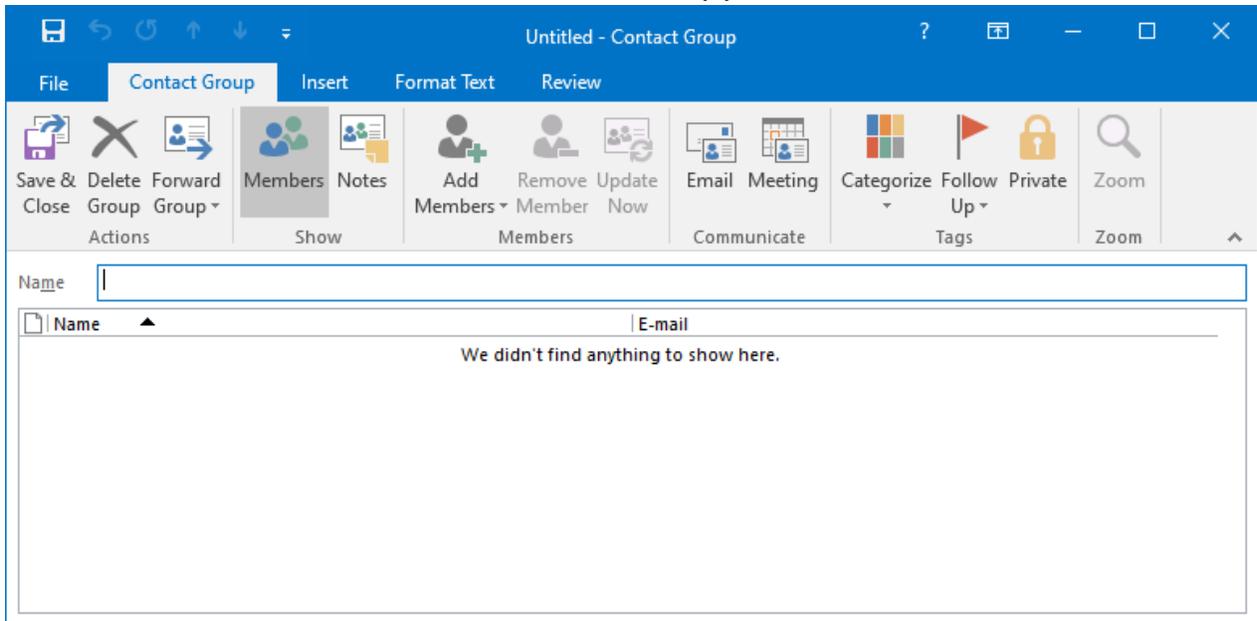
4. (1) Provide a name for your group and then (2) start adding group members by clicking on **Add members** …
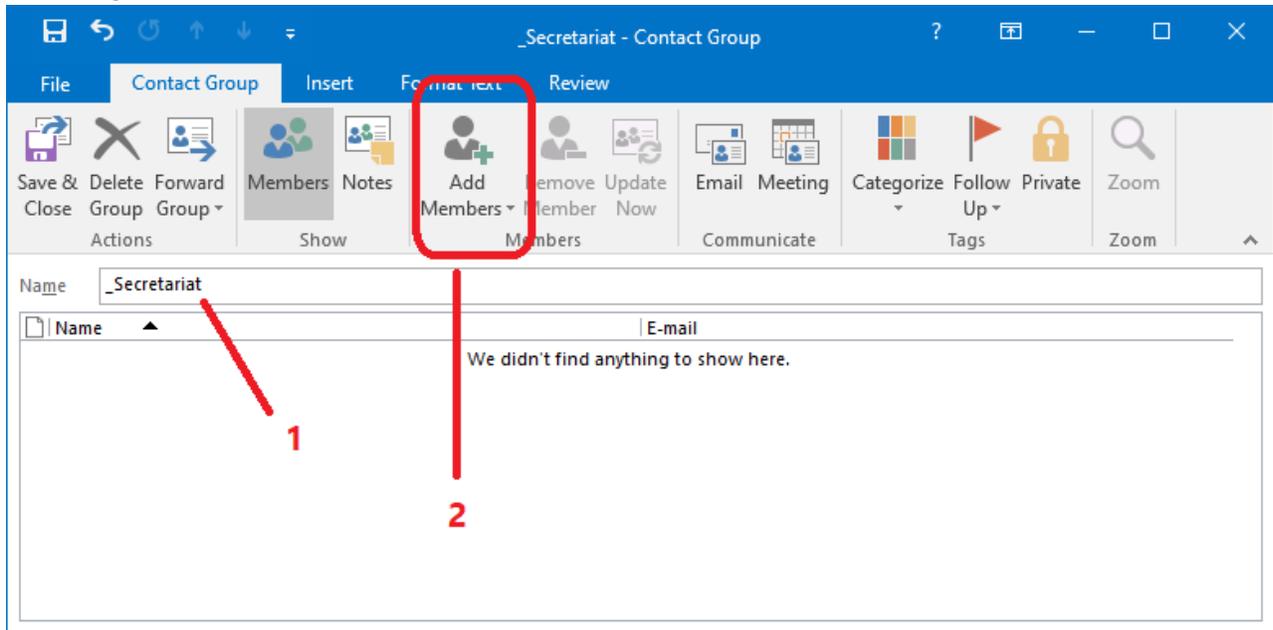
5. From the pop-up menu, select **From Address Book** ….
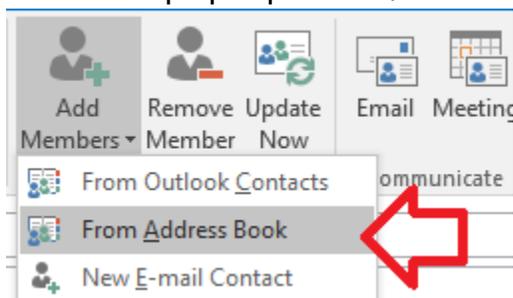
> **Note:** For users outside of our Global Address List (i.e. CCA users) you must first create a personal contact of the person and then choose them from the **From Outlook Contacts** option

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) …

Search: ● Name only   ○ More columns   **Address Book**

[   ] [Go] | Offline Global Address List - thardy@archa ∨ | Advanced Find

Name	Title	Business Phone	Location
👥 __AOA-ALL			
👥 _Catholic Construction Services, Inc. (CCSI)			
👥 _Catholic Mutual Insurance (CMI)			
👥 _Georgia Bulletin, The (GAB)			
👥 _Grace Scholars, Inc. (GS)			
👥 _Metropolitan Tribunal (MTR)			
👥 _Office of Archives and Records (ARC)			
👥 _Office of Catholic Cemeteries (CEM)			
👥 _Office of Catholic Schools (CSO)			
👥 _Office of Child and Youth Protection (OC...			
👥 _Office of Communications (COM)			
👥 _Office of Divine Worship (ODW)			
👥 _Office of Facilities Management (FAC)			
👥 _Office of Finance (FIN)			
👥 _Office of Formation and Discipleship (OFD)			
👥 _Office of Human Resources (HR)			
👥 _Office of Intercultural Ministries (OIM)			
👥 _Office of Life, Dignity, and Justice (OLDJ)			
👥 _Office of Operations (COO)			
👥 _Office of Planning and Research (PRO)			
👥 _Office of Priest Personnel (PPO)			
👥 _Office of Stewardship (STE)			
👥 _Office of the Archbishop (ABO)			
👥 _Office of the Chancellor (CHN)			
👥 _Office of the Permanent Diaconate (PER)			
👥 _Office of the Vicar for Religious (VCR)			
👥 _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	232S
👤 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	231S
👤 Angelique M. Richardson, CA, CRA	Director of Archives and R...	404.920.7694	114N
👤 Ann O'Hern Lehr	Advocate		
👤 Anna Marie Chamblee, JCL	Defender of the Bond	404.920.7518	224S
👤 Anne DeCaro	S.A.S. Senior Accountant	404.920.7421	337-8N
👤 Ansleigh Ray	Office Manager and Execu...	404.920.7865	125N

1

Members ->   **2**

OK   Cancel

7. When finished, click the **OK** button and your window should look similar to the one below ...
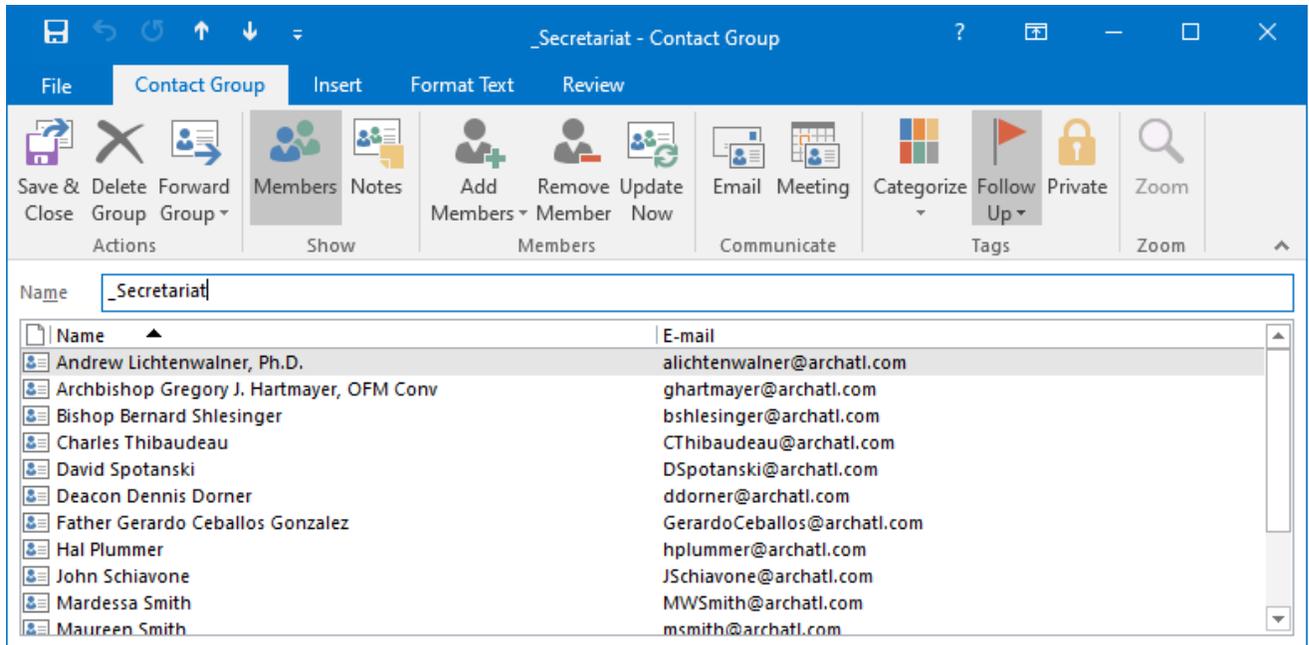
8. Click **Save & Close** to add the group to your contacts ...
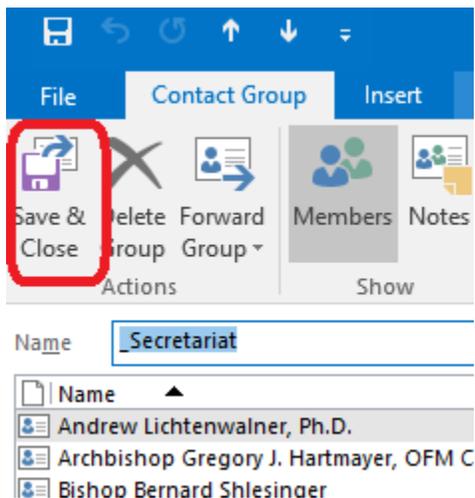
9. (Optional) You may want to test your group