Creating Contact Groups in Outlook

- **Step-by-step Guide**
  - **Mac OS X**
    - Step 1: Open the contacts pane by clicking the icon at the bottom right of the Outlook Window that looks like two people.
    - Step 2: Make the "New Contact Group" button clickable.
    - Step 3: Add contacts to the contact group.
  - **Windows 7 or Windows 10**
    - Step 1: Click "New Contact Group".
    - Step 2: Set the group name and add contacts.

Some clients use contact groups to send e-mail correspondences. While you have to enable this feature in Outlook on Mac OS X, it is a pretty straightforward process.

**Step-by-step Guide**

**Mac OS X**

The Mac OS X version of Outlook has local folders turned off. This setting needs to be unchecked before you can add Contact Groups as demonstrated by the steps below.

**Step 1: Open the contacts pane by clicking the icon at the bottom right of the Outlook Window that looks like two people.**

- Notice that the "New Contact Group" button is grayed out.
Step 2: Make the "New Contact Group" button clickable.

- As the image above indicates, the "New Contact Group" button is grayed out initially.
- In the Apple Toolbar, click "Outlook" then "Preferences".

- Select the "General" icon under "Personal Settings".
• Uncheck "Hide On my Computer folders".

Step 3: Add contacts to the contact group.

• Click "New Contact Group".
- Set the group name and add contacts.
Windows 7 or Windows 10

Windows versions of Outlook do not have local folders turned off so you can simply add a contact group, as demonstrated in the steps below.

**Step 1:** Click "New Contact Group".
Step 2: Set the group name and add contacts.

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