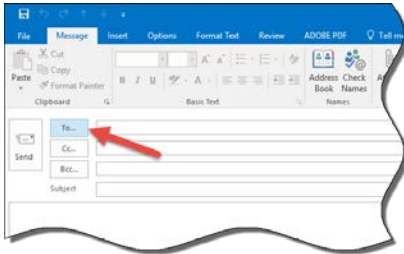


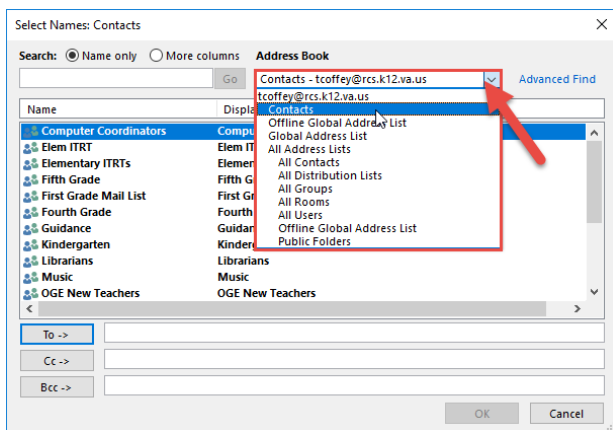
# Outlook 2016 (Client)

## Using a contact group (which you have created)

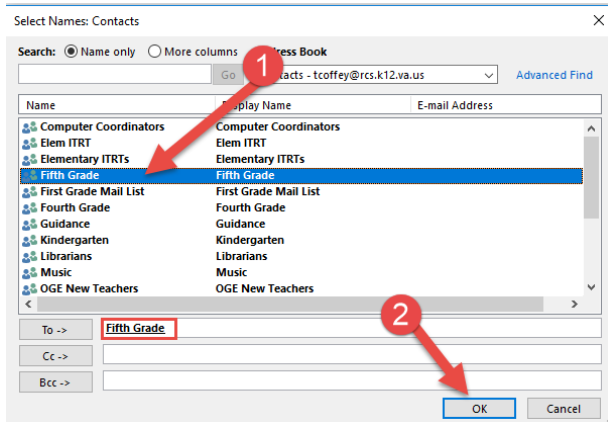
1. Click **Home > New Email**
2. In the new email message, click **To**.



3. Choose **Contacts** in the Address Book dropdown box.



4. If needed, then type the name of the contact group in the **search** box.
5. Double click on the group you want to use and click **OK**.



This should add the contact group to your email message.

