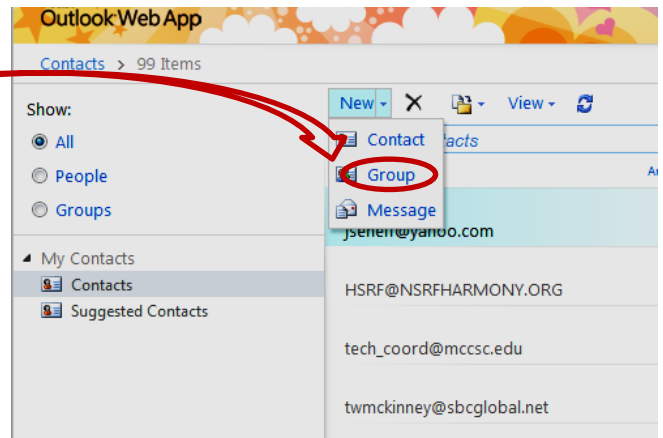
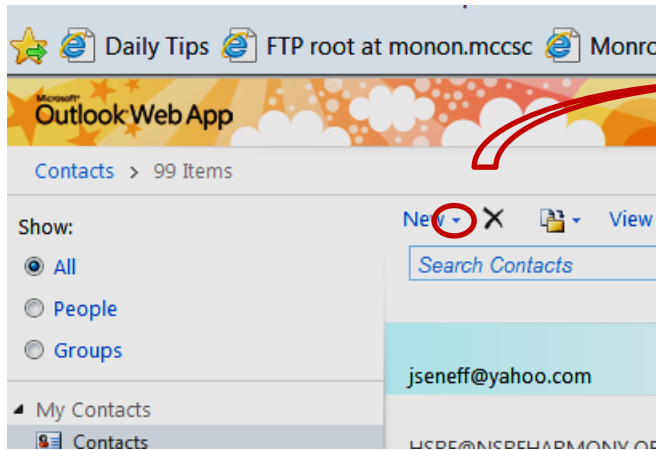
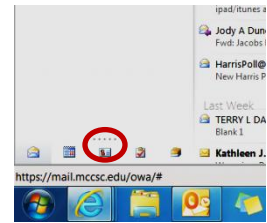


# Tip for the day

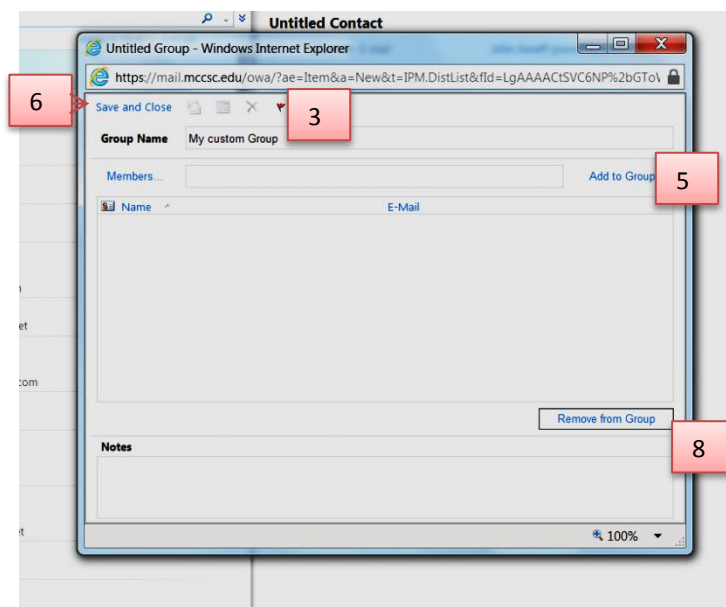
## Create a new Email Group

These are the steps to create a new contact group in OWA (Outlook Web App).  
Does not work in light version email

1. Log into OWA and select the "**Contact**" icon at the bottom left of the page.
2. Select the arrow just to the right of **New** and select "**Group**" in the pull down.



3. When the window opens up, create a name for the new group.
4. In **Members** window type in the name of the new members email address, or click **Members** if they are in your contact list, and choose them from there.
5. Once email address is typed in click **Add to Group**.



6. Once finished entering names, click on **Save and Close**.
7. To open the group after it's created, double click on it, while in **Contacts** menu.
8. You can then add or delete users from list with the **Add to Group** or the **Remove from Group** selection.

## To Send an Email to the Group

1. Click on **New** button in OWA
2. Type in to the BCC: box, the group name (in this case **My custom Group**)
3. **DO NOT** send in the **To:** box the group name, unless you want the group to see each other's email and reply to all.

