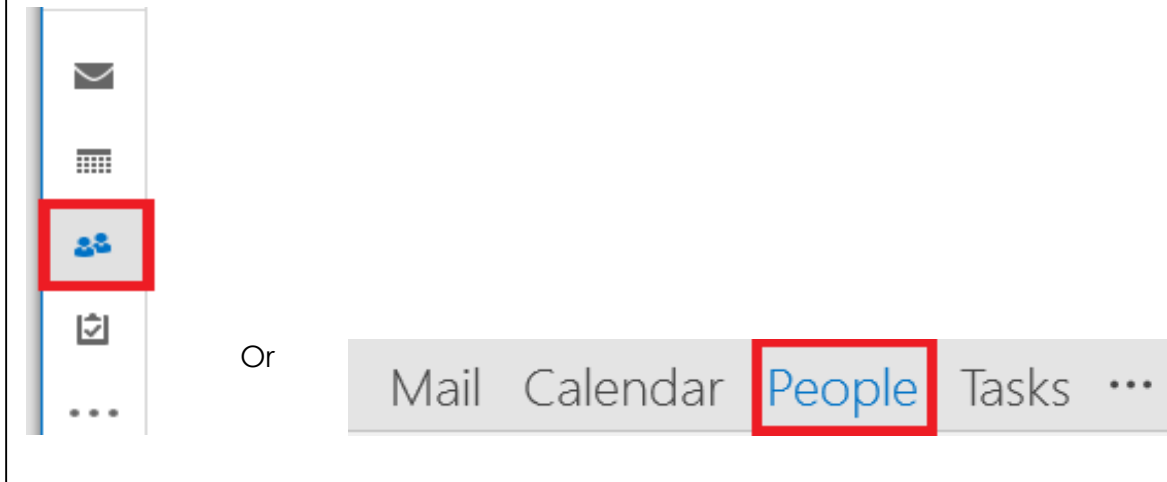


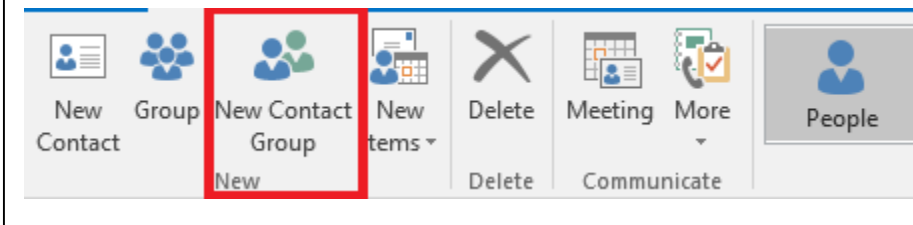
Outside of PGWC network E-mail Grouping e.g. Schools

How to Create **EXTERNAL** Distribution list or Group mailing on Outlook 2013 & 2016

1. Open your Outlook Email, at the bottom left of your email screen you have these icons

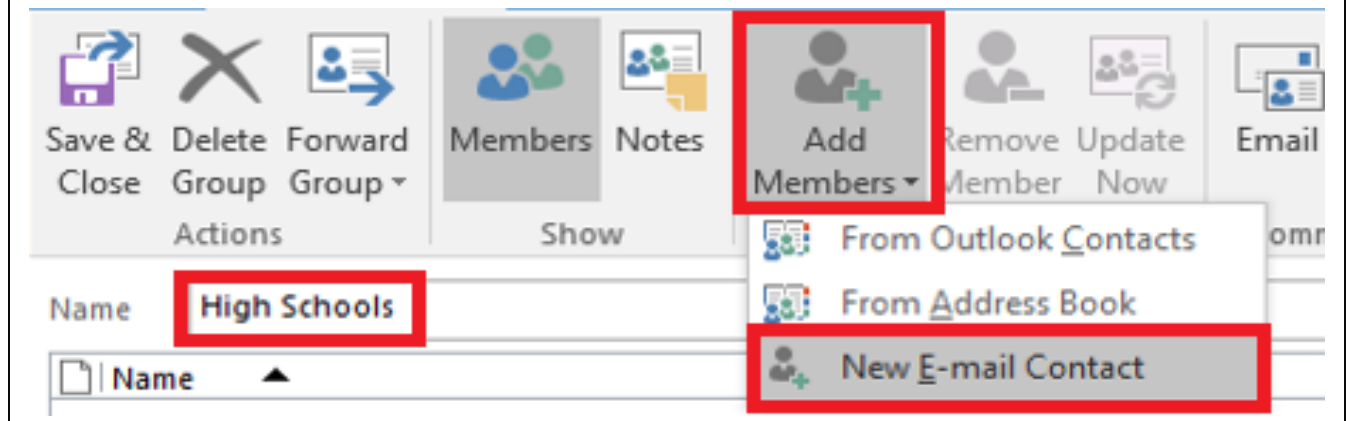


2. Click on New Contact Group



3. On Name Type the Group name then click on **Add Members** then select New Email Contact.

NB If you have saved email address contacts, you can select **"From Outlook Contacts"** then you can add from there.



4.

Type the School name or contact name then add email address associated with the school or contact. At the bottom untick **Add to Contacts** then click OK.

Add New Member

Display name: Metro North High

E-mail address: metronorth@wcgschools.gov.za

E-mail type: SMTP Custom type

Internet format: Let Outlook decide the best sending form

Add to Contacts

OK Cancel

5

Click on Save & Close. Do you want to Add more users later? (See step 6 & 7)

Save & Close Delete Group Forward Group

Members Notes Add Members Remove Member Update Now Email Meeting

Name: High Schools

Name	E-mail
Metro North High	metronorth@wcgschools.gov.za

6.

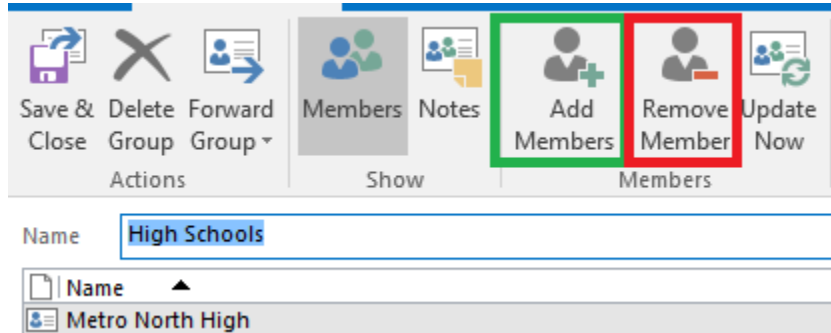
At the bottom of your E-mail screen, click on People (see step 1) then at top click List, your group(s) will appear in this window

New Contact New Group New Contact Group New Items Delete Email Meeting More People Business... Card Phone List

FULL NAME	JOB TITLE	COMPANY	FILE AS	COUNTRY/REGION	DEPARTMENT	BUS
Click here to add a new ...						
Company: (none): 1 item(s)						
High Schools			High Schools			

7.

To Add or Remove Members later or after you have saved your Group. Double click on your group name then select Add Members or Remove Member, Save and Close



8.

To edit member info, after you have opened the group name, double click on the member name then click on Add. Here you can update member info

