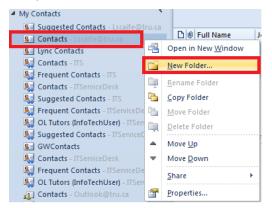
Dealing with GROUP Contacts

Outlook doesn't handle "Group Contacts" the same way as Groupwise. In order to fulfill the same contact requirements, you have to create the groups in Outlook using the following information.

If you had a "Group Contact" in Groupwise that had "To", "CC" and "BCC" recipients, the Group will need to be broken down into 3 separate groups.

First, we will create a new folder under our "Contacts" folder.



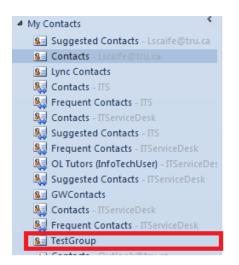
Right Click on "Contacts" and click "New Folder..."

1	Create New Folder
ſ	Name:
	TestGroup
	Eolder contains:
l	Contact Items
	Select where to place the folder:
	⊿ 🔀 Lscaife@tru.ca
	▶ 🔄 Inbox (11)
	✓ Drafts
	Deleted Items (14)
	> Cabinet
	Calendar
	Secontacts
	Conversation History
	OK Cancel

Provide a distinguishable name and then click "OK".

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Dealing with GROUP Contacts



The new Group will show at the bottom of your contact list.

Click the new group name and then "right click" in the white space on the right and choose: "New Contact Group", or click the "New Contact Group" icon on the top ribbon.



For this example we will use: "Test" as the distribution name. Change the name according to your needs.

- 1. Create a group called: "Test_To"
- 2. Add all the "To" recipients to this group.
- 3. Create a group called "Test_CC".
- 4. Add all the "CC" recipients to this group.
- 5. Create a group called "Test_BCC".
- 6. Add all the "BCC" recipients to this group.

Test_BCC	Test_CC	Test_To
Test_BCC Group	Test_CC Group	Test_To Group

Now that you have the appropriate groups created, you can send a message by doing the following:

- 1. Click on "New Mail" under the "Mail" section.
- 2. Click the "To…" button.
- 3. Click the drop down box under "Address Book" and choose your "TestGroup"

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Dealing with GROUP Contacts

Select Names: TestGroup		X
Search: <u>Search</u>: <u>N</u>ame only 	More columns Address Book	
	Go TestGroup - Lscaife@tru.ca	 Advanced Find
	Lscaife@tru.ca	
Name	Display Contacts	
<pre> Test_BCC </pre>	Test I MultiEmailTest	
STest_CC	Test C Test	
Test To	Test TestGroup	
	Contacts (Mobile) MultiEmailTest (Mobile) Suggested Contacts (Mobile) Test (Mobile) Global Address List All Address Lists All Contacts All Contacts All Groups All Rooms All Users Public Folders	
4	outlook@tru.ca Contacts	
	Suggested Contacts	
To ->	Contacts (Mobile)	
Cc ->	Suggested Contacts (Mobile)	
	Global Address List All Address Lists	
Bcc ->	All Contacts	
	All Groups	
	All Rooms	Cancel
	All Users	

- Highlight "Test_To" and click the "To ->" button
 Highlight "Test_CC" and click the "CC ->" button
- 6. Highlight "Test BCC" and click the "BCC ->" button

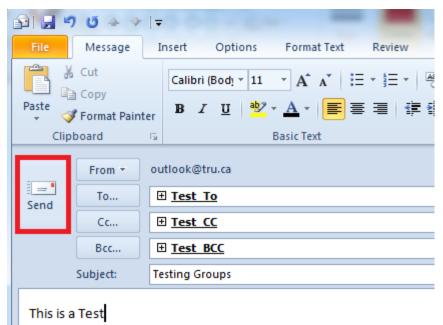
<u>5</u> earch:	More columns Address Book	u.ca 🗸 Ad	vanced Find
Name	Display Name	E-mail Address	
强 Test_BCC 竖 Test_CC 竖 Test_To	Test_BCC Test_CC Test_To		
۷			
۲۵ ->> <u> Test To</u>			
			4

7. Click "OK" when done.

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Dealing with GROUP Contacts

The final result:



Click "Send" once the message has been composed.