

## Creating a Personal Email Contact Group

The Alliant auto-updated email distribution groups solved the problems of having to keep the Faculty, Staff and Student lists updated and current every term, adding new students as well as removing students no longer with the University.

But this solution left some problems unsolved and even created others—problems like how to get even more granular groups (i.e. cohorts) and what to do with such long group names, not to mention sorting through the long list of groups to find what you want. This is where custom Contact Groups come in. For example:

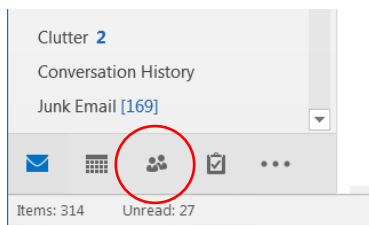
1. Cohort student groups could be created according to G1, G2 designations. (e.g. “Fresno PsyD G1 students” or “My G1 students”)
2. Or perhaps a collaborative group of members with both faculty and staff members and across multiple campuses (e.g. “Strategic Planning Committee”)
3. Or maybe you’re just tired of the long names in the address book that start with Alliant Students or Alliant Faculty and want to rename them according to your own preferences (“Alliant Students San Francisco CSOE MAE SCPS” becomes “San Fran SchoolPsych”)

Whatever your reasons, custom Contact Groups in your Personal Outlook Contacts folder can help. To create an email distribution group for your own use, follow the steps below.

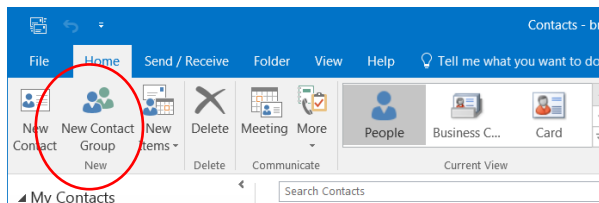
### PLEASE NOTE:

- ✓ This will NOT place a group in the systemwide address book, but will reside in your personal contacts folder for your own internal use as needed;
- ✓ Any lists created with this method will **NOT** be automatically updated or maintained. You will need to add/remove members as needed to keep the list current for your needs. (\*EXCEPTION: If you select any of the Alliant auto-maintained groups as a member of your custom contact group, then those group members will stay current as those Alliant groups are updated. See Step #4 below.)

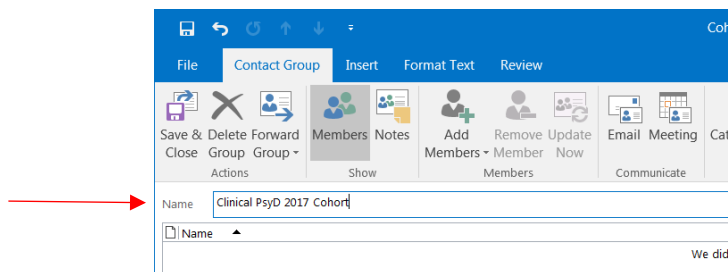
1. In Outlook, select the “Contacts” icon at the bottom left corner of the app.



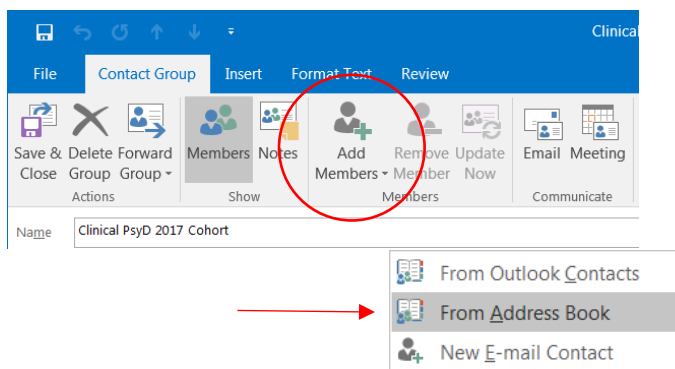
2. In the tool ribbon, select “New Contact Group”



3. Name your list...

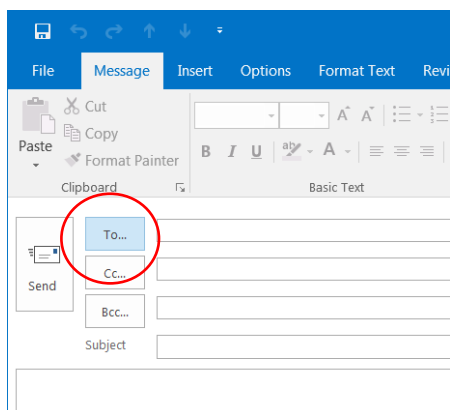


4. ...then add its members from the existing Alliant address book. \*NOTE: You can add both individuals AND pre-existing distribution groups as members of your Contact Group.



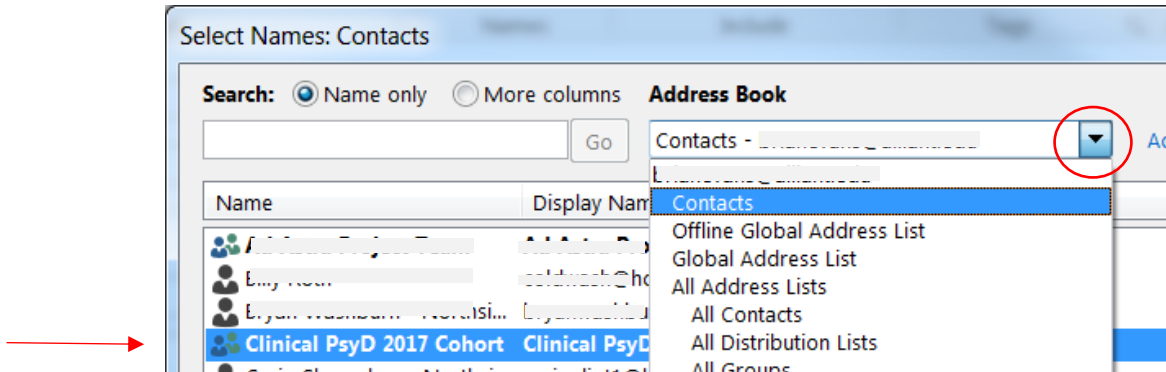
When you're done, select "Save & Close" and your group is ready to use. To use your new group, you'll need to search for it the first time. After that, it should auto-fill for future uses by just typing the first few letters of the group name in the "To:" line of your email.

1. To search for the group, open a new email message and select the "To:" box in the first line.



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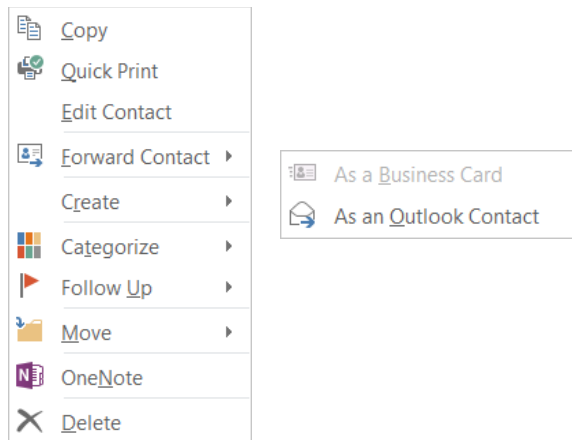
2. Then change your filter to “Contacts” to bring up your contact list.



Your contact group can now be used and managed in the same way that you manage the rest of the individual contacts in your Contacts folder. Don't forget to check it occasionally for any maintenance needs, like adding or deleting members.

## Sharing Your Contact Group

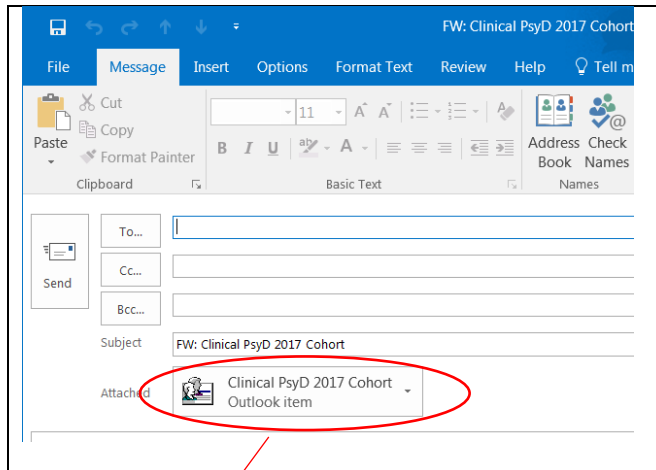
To share your contact group with other coworkers who may need the same group, simply right-click the group name in your Contacts folder and select “Forward Contact”, and then “As an Outlook Contact”



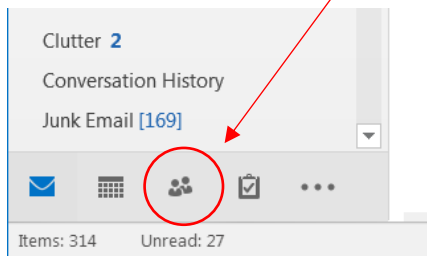
To add a group to your Contacts list that has been shared with you, the simplest way is to:

1. Drag the attachment (from the email in which it was sent) to the Contacts icon at the bottom of your Outlook window.

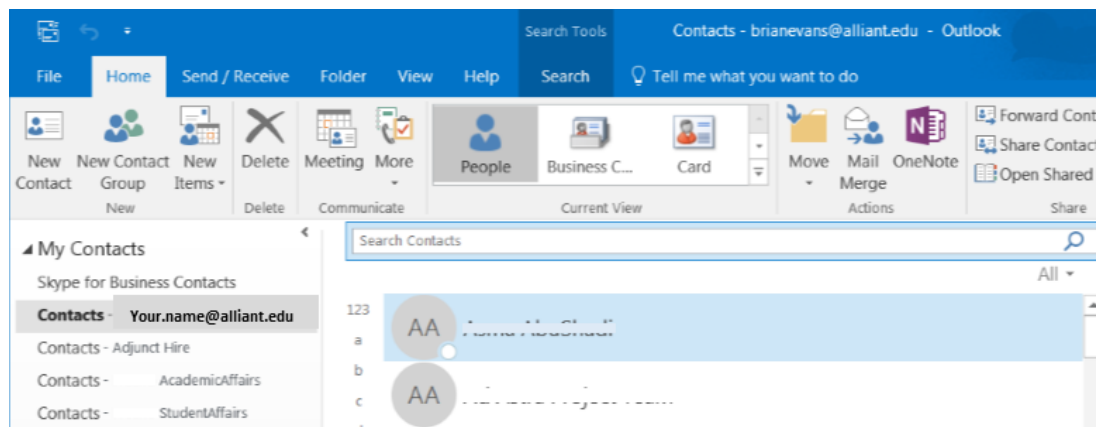
*(REMINDER: Any lists created with this method will **NOT** be automatically updated or maintained. You will need to add/remove members as needed to keep the list current for your needs. \*EXCEPTION: If you select any of the Alliant auto-maintained groups as a member of your custom contact group, then those group members will stay current as those Alliant groups are updated.)*



(drag to Contacts icon)



Make sure you have **YOUR** personal Contacts library selected, (especially if you have multiple inboxes connected to your Outlook application):



You can now use it just like any groups you have created for yourself. You will have to search for it the first time you want to use it, the same way as outlined above.

*(REMINDER: Any lists created with this method will **NOT** be automatically updated or maintained. You will need to add/remove members as needed to keep the list current for your needs. \*EXCEPTION: If you select any of the Alliant auto-maintained groups as a member of your custom contact group, then those group members will stay current as those Alliant groups are updated.)*