

Create a Class List Email Group in Outlook 2010

Here's how to to create an email Contact Group in Outlook from your class list.

1. Log into Online Self-Service and go into the Faculty menu to access your class list
2. Leave the window open for now
3. Open Outlook
4. In the top ribbon, click New Items / More Items / Contact Group
5. Enter a name for the group
6. Click Add Members / From Address Book
7. Go to your class list and copy all the student email addresses
8. Go back to the new group you are creating
9. Look at the bottom of the new group window for the space called Members ->
10. Paste the student email addresses here
11. Click OK

You should now be able to start a new email addressed to the group.