

GSD. Outlook - Manage Groups in Outlook 2016

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General Information:

Possible symptoms/errors:

User wants to know how to Manage "Groups" in Outlook 2016

Alternative names of the system:

N/A

IMPORTANT NOTICE:

N/A

Solution:

If user wants to communicate with a specific group easily for example within a project, they can use "Groups" in Outlook 2016 for this communication. This will help them to reach the right people and prevent them from forgetting someone. This guide shows how to add or remove users for existing groups in Outlook 2016.

Details:

In Outlook, advise user to click the Home tab and then to select Address Book in the Find group.

From the drop-down list of Address Book, user must select the item All Groups.

Inform user to select the group they would like to change. They can use the search bar to search for the group.

Under General tab, user must click Modify Members.

User can now add or remove the users of the group. They must click OK to save the changes.

Assignment Group:

Ext_WW_Collaboration_SLS_Capgemini

Ticket Creation:

Template: N/A

Configuration Item: N/A

Important Links:

N/A