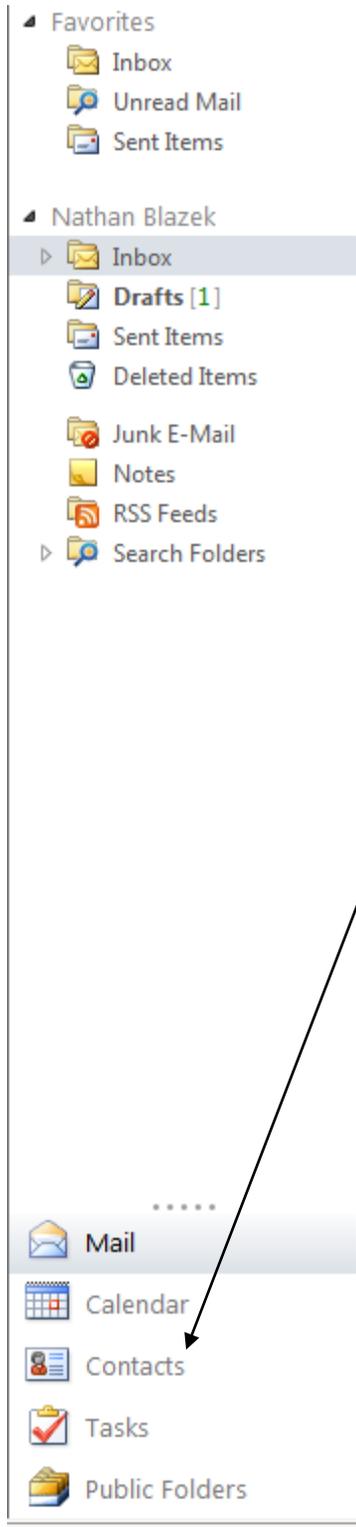


Creating Personal Groups with OWA



Log into OWA

(<https://exchange.neomin.org/>)

Click on “Contacts” at the bottom-left

Contacts > 4 Items

Show:

- All
- People
- Groups

My Contacts

New

Contact

Group

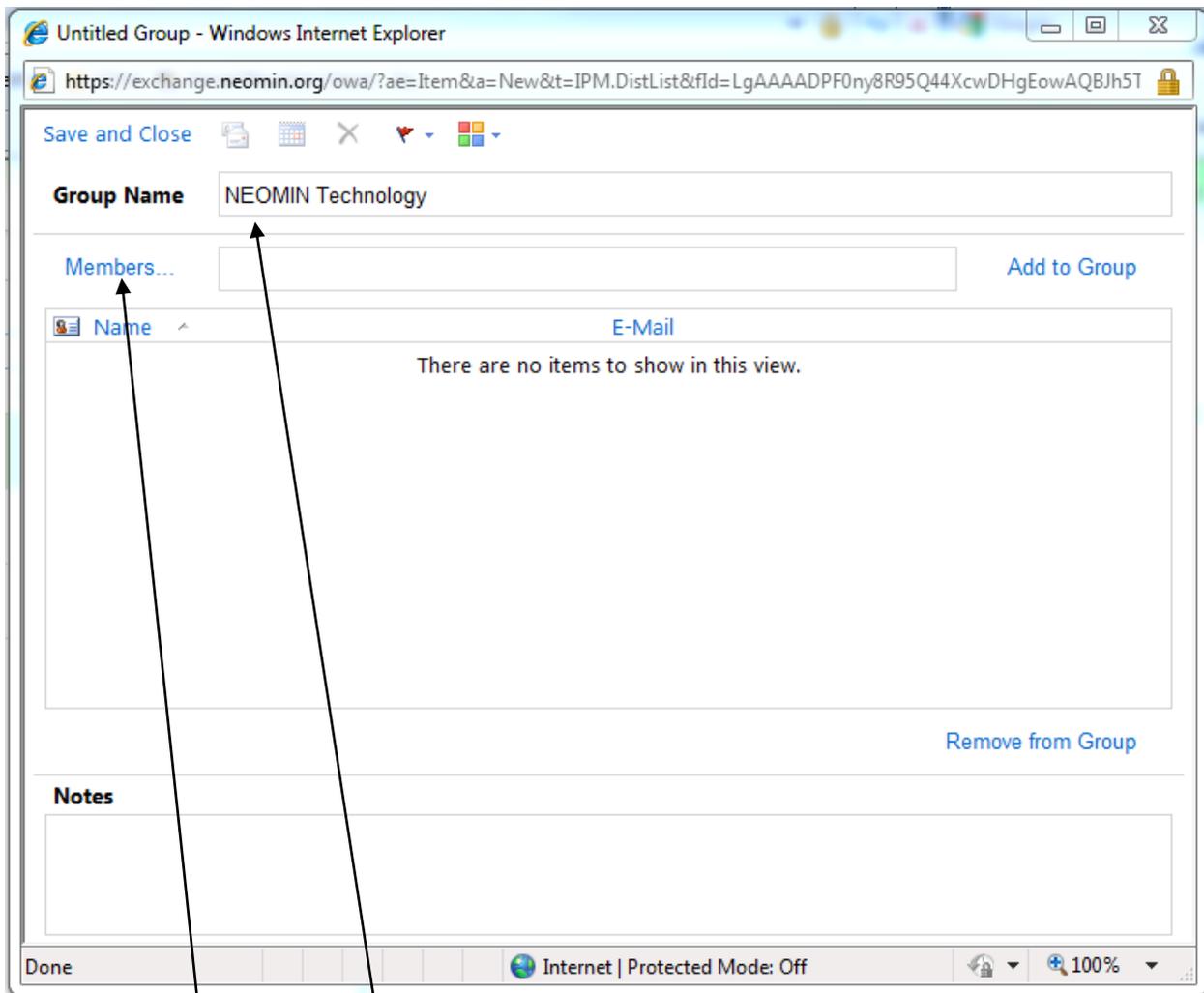
Message

joan.blazek@neomin.org

Blazek, Nathan

Click on the Arrow next to "New"

Click on "Group"



Give the Group a name. In this case, I called my group "NEOMIN Technology"

Click on "Members" to add email addresses to the groups.

The screenshot shows a web browser window titled "Address Book -- Webpage Dialog" with the URL <https://exchange.neomin.org/owa/?ae=Dialog&t=AddressBook&a=PickMembers>. The interface is divided into several sections:

- Address Book:** A search bar and a list of contacts. The contacts are arranged by name and include: Amy Blanford (Amy.Blanford@neomin.org), Autumn Roper (autumn.roper@neomin.org), Barb Switzer (Barb.Switzer@neomin.org), Brenda Krol (Brenda.Krol@neomin.org), Brian Greathouse (brian.greathouse@neomin.org), Email Review (Email.Review@neomin.org), Janine Pushak (Janine.Pushak@neomin.org), John Jaros (John.Jaros@neomin.org), Kevin Homistek (kevin.homistek@neomin.org), and Marti Agona (Marti.Agona@neomin.org). The contact "Kevin Homistek" is highlighted in green.
- Contacts:** A sidebar showing "My Contacts" with sub-items "Contacts" and "TestImport".
- Member selections:** A field labeled "Members ->" containing the text "Brian Greathouse;".

Two arrows originate from a text box at the bottom of the image. One arrow points from the text box to the "Brian Greathouse;" entry in the "Member selections" field. The other arrow points from the text box to the "Kevin Homistek" contact entry in the main list.

You can search for people you want to add to the group. You can choose people in your district or in other address lists.

Double click on the user you want to add. In my case, I have already added Brian, but I will still need to double-click Kevin if I want to add him.

Member selections:

Members ->

OK

Cancel

Click on OK after selecting all the people you want in your group.

Untitled Group - Windows Internet Explorer

https://exchange.neomin.org/owa/?ae=Item&a=New&t=IPM.DistList&fld=LgAAAADPF0ny8R95Q44XcwDHgEowAQBJh5T

Save and Close

Group Name

Members...

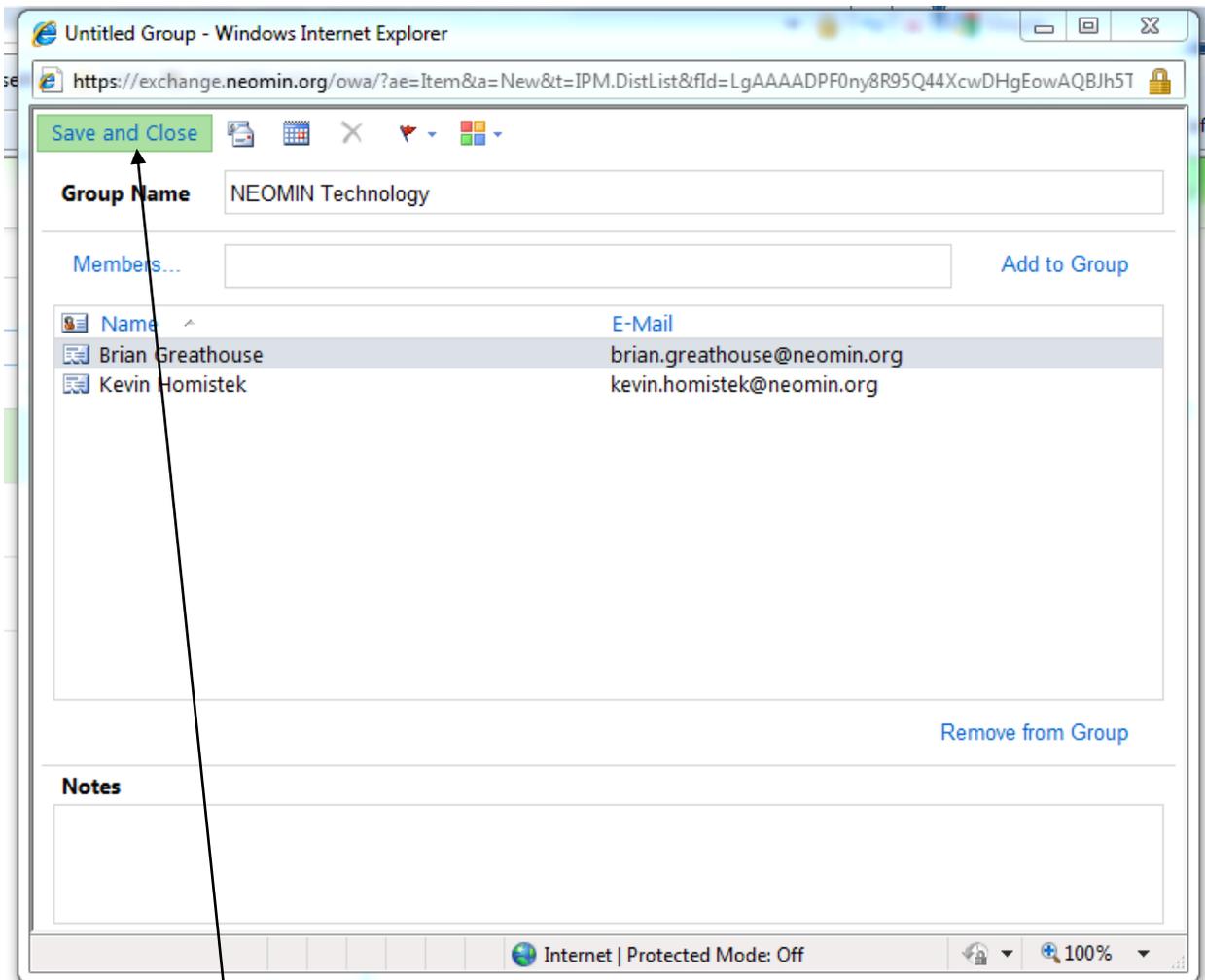
Name	E-Mail
There are no items to show in this view.	

[Remove from Group](#)

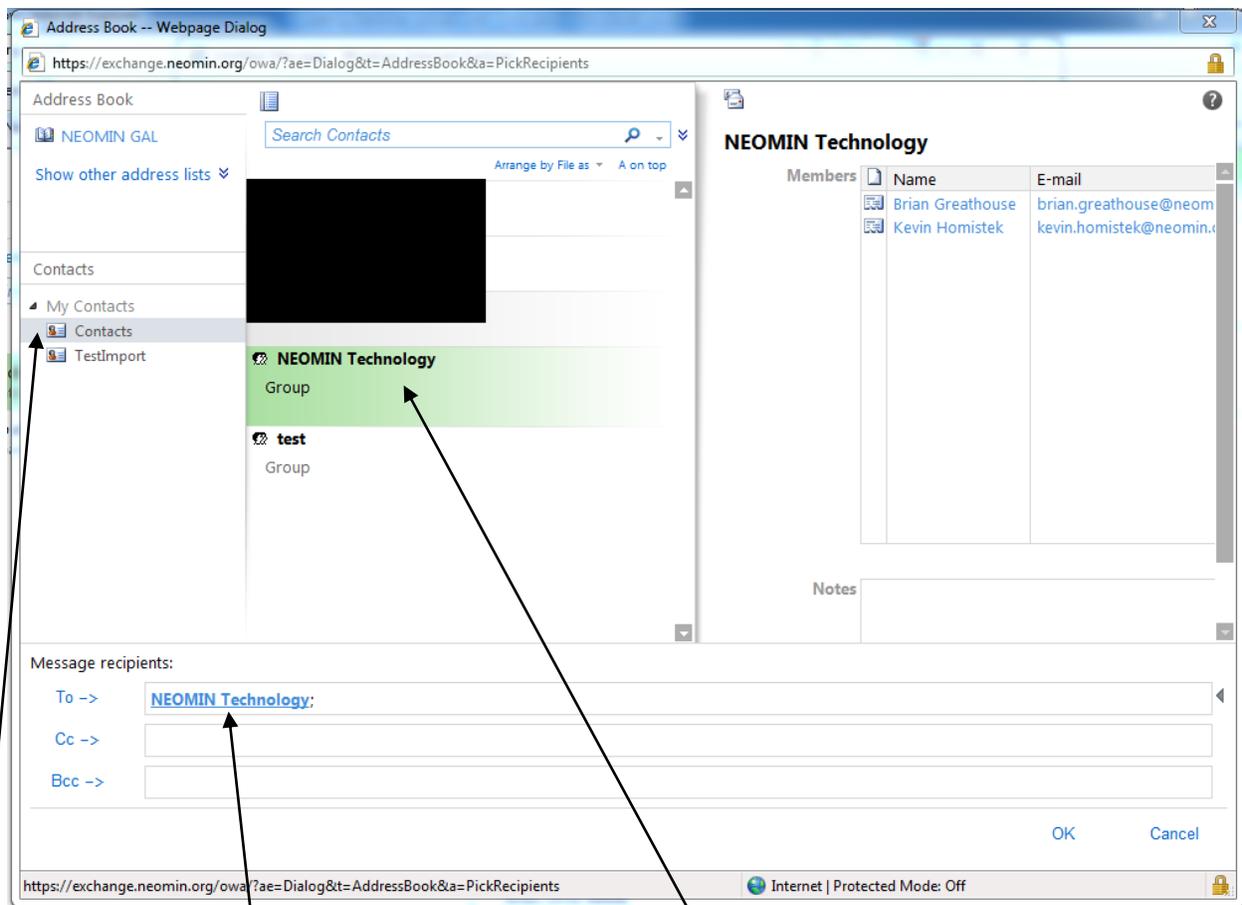
Notes

Done Internet | Protected Mode: Off 100%

Make sure to click "Add to Group", otherwise the people you selected will not be in the group.



Before saving, you can add notes to describe the group. Review the list of people and "Save and Close" to finish.



Your Personal Group has been created. Only you have access to send to it.

Start a new mail message and click on "To" in order to send to the new group.

Click on "Contacts" under "My Contacts"

Double click on the group, and make sure the group name appears at the bottom.

Click on "OK" and create the rest of your message normally.