

How to Add Self-Created Group to the Outlook Address Book List

Article Number: 350 | Rating: Unrated | Last Updated: Jul 2, 2015 at 8:37 AM

ISSUE

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ENVIRONMENT

OFFICE 365

OUTLOOK

RESOLUTION

Self-created Groups do not show in the Outlook Address Book List by default, but you can add them. Here are the steps:

Go to **People**

Find your **Group**

Right click on the **Group**

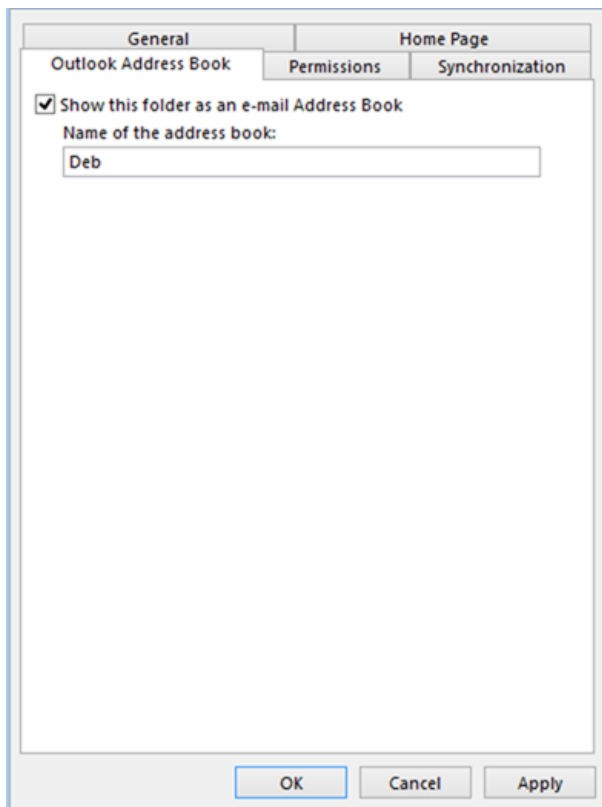
Click on **Properties**

Click on the **Outlook Address Book** tab

Checkmark "**Show this folder as an e-mail Address Book**"

Click **Apply**

Click **OK**



CAUSE

N/A

METADATA

Author: Christopher Bunner

Create Date: 07/02/2015 08:45

Modified Date: 07/02/2015 08:45

Posted by: [Debra Hitch](#) - Jun 25, 2015 at 3:38 PM. This article has been viewed 4164 times.

Online URL: <https://kb.cscs.edu/article/how-to-add-self-created-group-to-the-outlook-address-book-list-350.html>