MS Outlook online

Exercise 2 Adding Contacts and Creating a Group in Outlook

Objective: Practice adding contacts and creating a contact group for the "Golden Seniors" club in Outlook.

You are a volunteer coordinator at the "Golden Seniors" club, a vibrant community of retirees engaged in various activities and social gatherings. As part of your role, you're tasked with organizing the club's contact information and creating a contact group for easier communication.

Or you simply wish to send greetings to your family and friends ☺

Step-by-Step Guide:

1. Access Outlook Contacts: Open the Outlook.
2. Navigate to Contacts: Find and access the Contacts section in Outlook.
3. Add Contacts: Add five contacts representing members of the "Golden Seniors" club (add your friend contacts). Include their names, email addresses, and any relevant information (e.g., phone numbers, addresses).
4. Create the "Golden Seniors" Group:
5. Create a new contact group.
6. Name the group as "Golden Seniors."
7. Add Contacts to the Group: Add the five contacts you previously created to the "Golden Seniors" group.
8. Verify Group Creation: Confirm that the "Golden Seniors" group has been successfully created and contains the specified contacts.

Feel free to personalize the contact details or group name to better suit the dynamics of the "Golden Seniors" club.