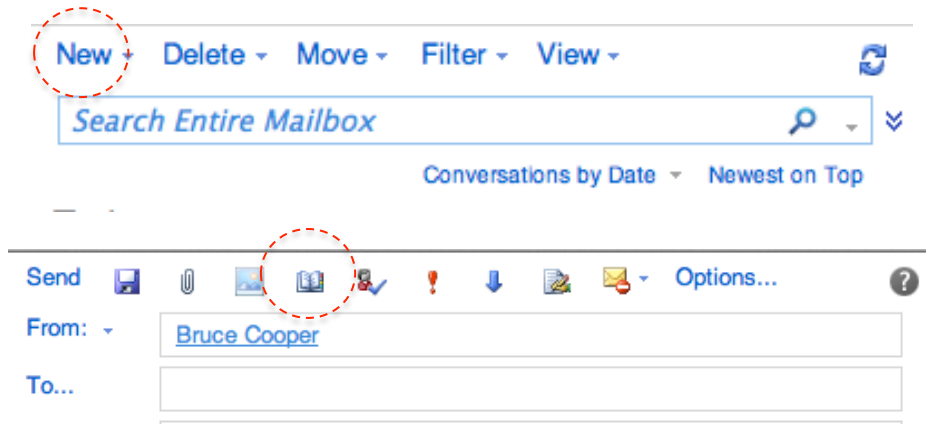


# Outlook Webmail: Saving 'Group Address'

- Step #1**
- Goto Webmail
  - Click 'New'
  - Click 'Address Book'
- Step #2**
- Look in left column find the 'Contacts'
- Select 'Groups'



**Contacts**

Show:

- All
- People
- Groups

All shows both "people & groups"

Only individuals in '**People**' will be saved thru the "**archive & migration**" process

**Blue Class**

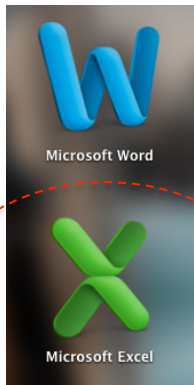
Members

Name	E-mail
Clive Bush	cbushuk@gmail.com
Wilfredo and Deniel	deeval2006@yahoo.com
Ernesto Rodriguez	ernesto0408@me.com
Kate Henry	henry.kate@yahoo.com
Jeff Campbell	jcampbellsierra@yahoo.com
Jacob Allen and Je	jeniferosa@gmail.com
Carol Cabrera	lunamorena-27@hotmail.com
Megan Haley	megamenga@gmail.com
Michelle Rayner	michelle@cosmicdesignllc.com
Tiffanie Andrews	parkcitytiffanie@gmail.com
Rebecca Campbell	rcampbell@resortquest.com
Sabina Gobba-Ome	sabinapaola@hotmail.com
Ted and Susan Mo	tedsusan@comcast.net
Veronica O'Doherty	veronica.kingston@stryker.com
Yazmin Barrios	yazmin_y1@hotmail.com

- Step #3**
- Select a group address so you can see its members
  - Select all names & email address – and COPY

## Step #4

- Launch **Excel** or Word
- **PASTE** your list



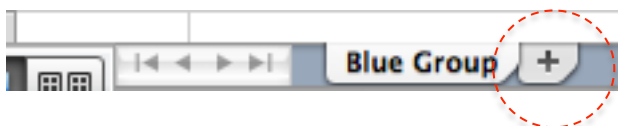
## Step #5

- Name your document
- Save your document

	A	B	C
1			
2		Melanie Winans	mwinans@pcschools.us
3		Sam Walsh	swalsh@pcschools.us
4		Angelica Hernandez	angelicanpc@gmail.com
5		Barton Andrews	barton_and
6		Betty Bush	
7		Clive Bush	
8		Wilfredo and Denielle Hernandez	
9		Ernesto Rodriquez	
10		Kate Henry	
11		Jeff Campbell	
12		Jacob Allen and Jenifer Suther	
13		Carol Cabrera	
14		Megan Haley	
15		Michelle Rayner	
16		Tiffanie Andrews	pa
17		Rebecca Campbell	rcampbell@com
18		Sabina Gobba-Omero Mariscal	sabinapaola@hotmail.com
19		Ted and Susan Morris	tedsusan@comcast.net
20		Veronica O'Doherty	veronica.kingston@stryker.com
21		Yazmin Barrios	yazmin_y1@hotmail.com

You can format your list as you wish.

Latter we'll show you a way to import this info into Gmail.



**Repeat for additional group address**  
(You might wish paste "groups" onto separate pages/sheets)