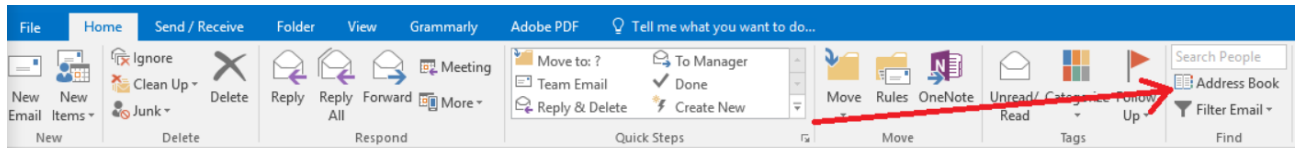
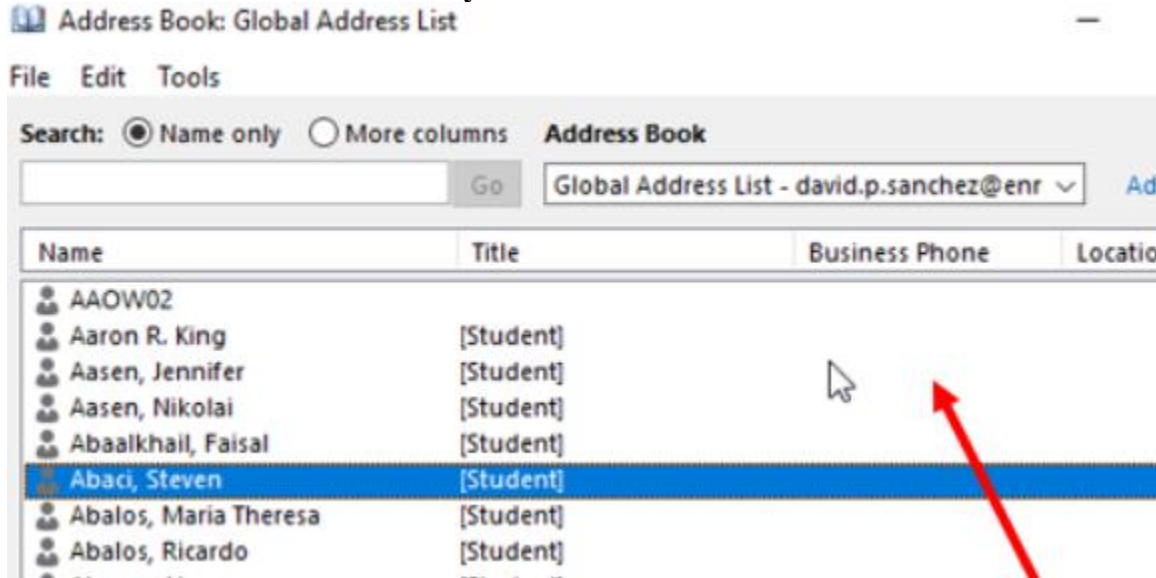


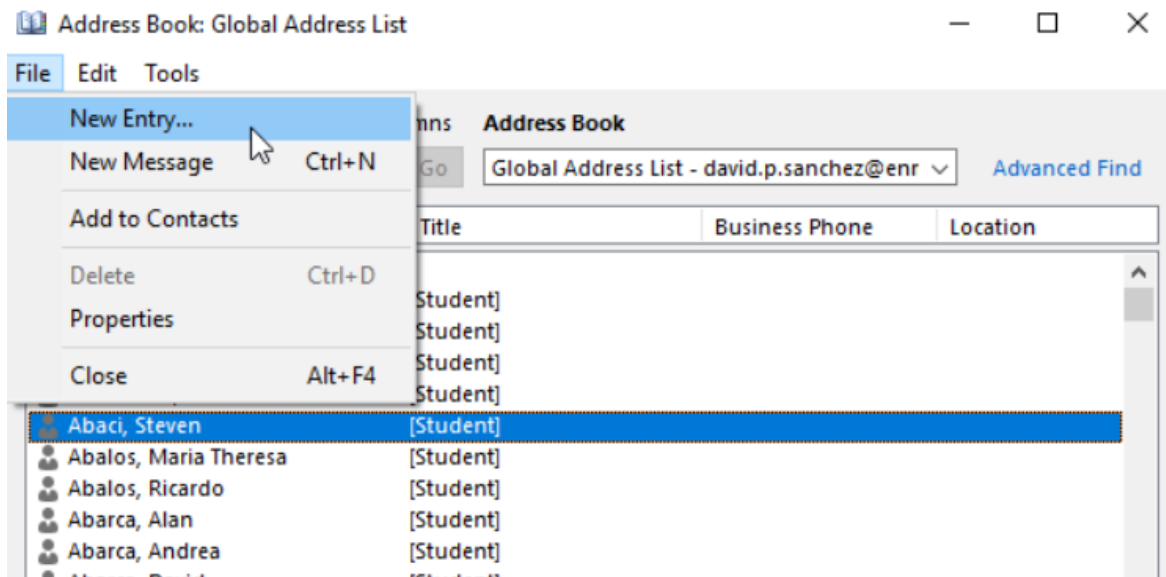
## Click 'Address Book'



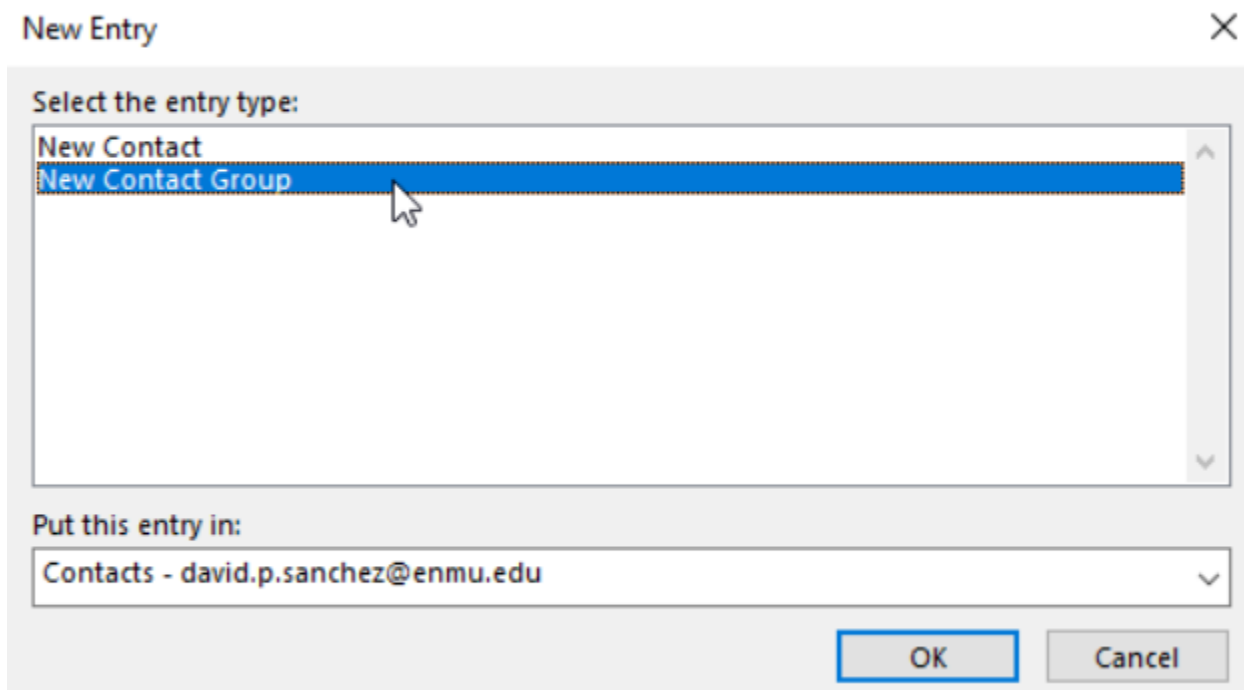
## Click once in the area indicated by the below red arrow:



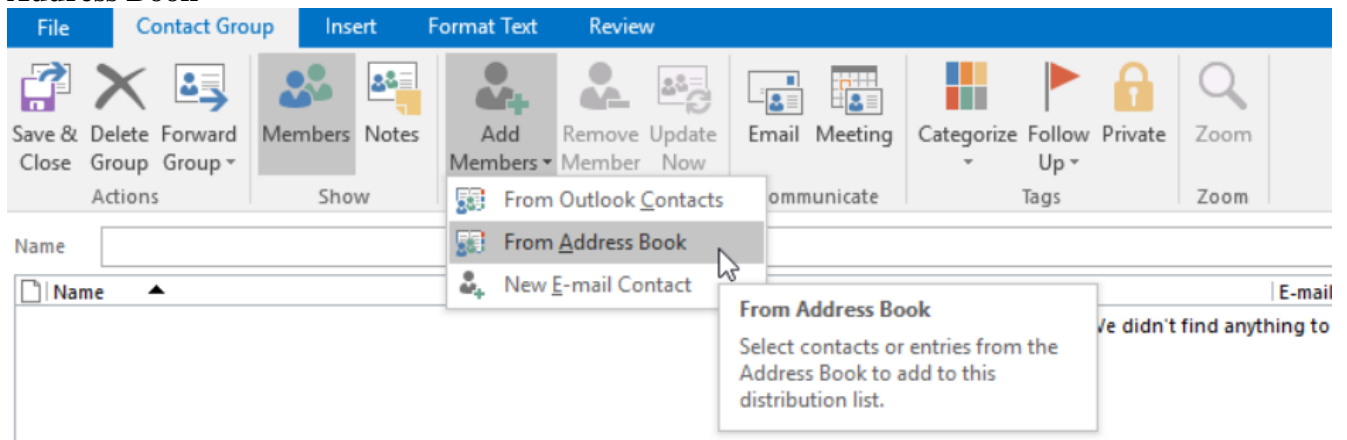
## Click 'File' in the top right, then Click 'New Entry'



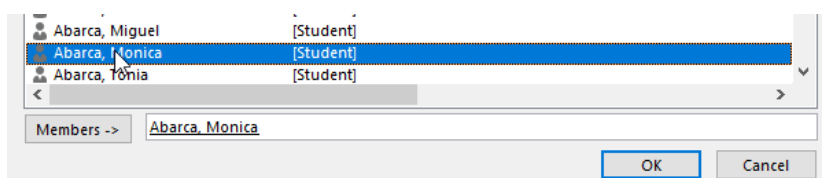
Click 'New Contact Group' then Click 'OK'



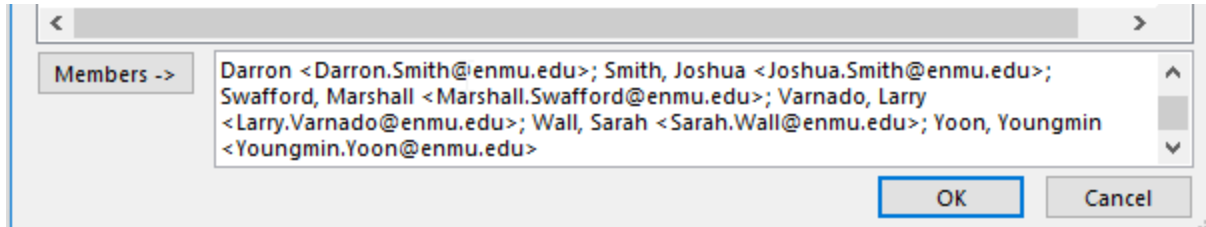
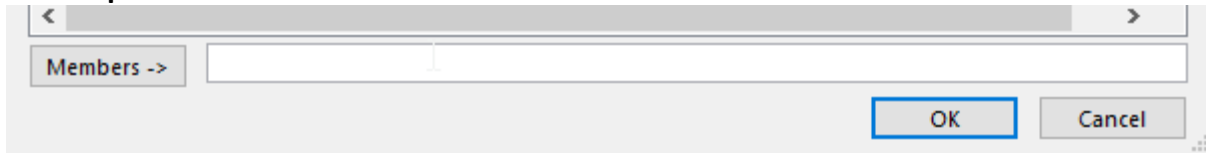
Add as many members as desired by clicking 'Add Members' and then Clicking 'From Address Book'



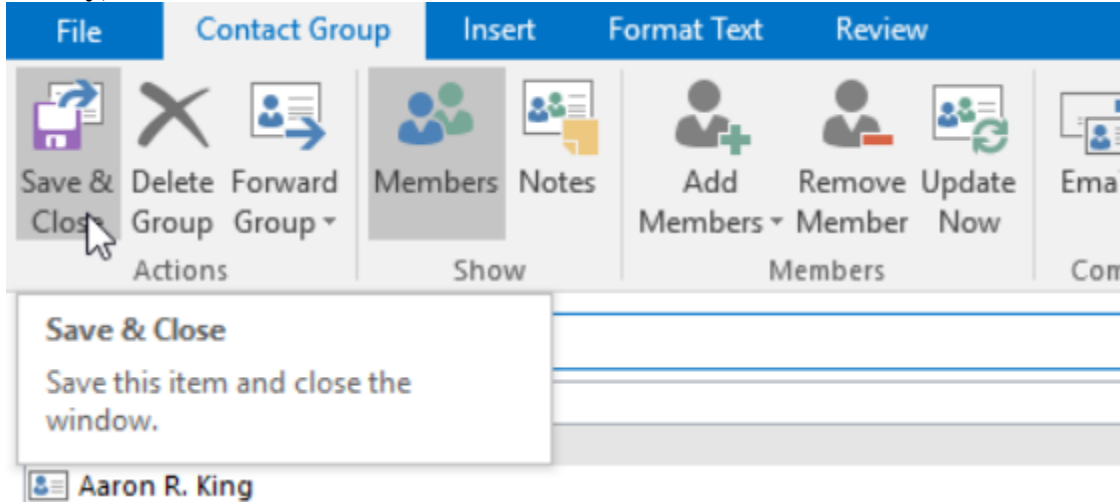
Search for the people that need to be added by name and double click on them when found. Click okay once everyone desired has been added. Names in below image are examples.



One can copy in the location next to Members seen in the picture, as demonstrated in the second picture.



Finally, remember to click 'Save & Close'



Which will result in your group being able to be found in your contacts, as seen below:

Address Book: Contacts

