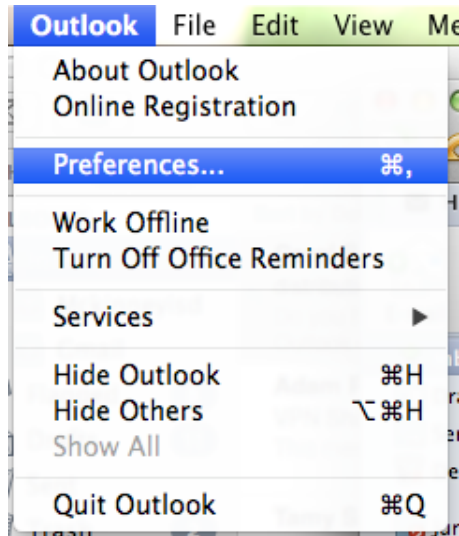
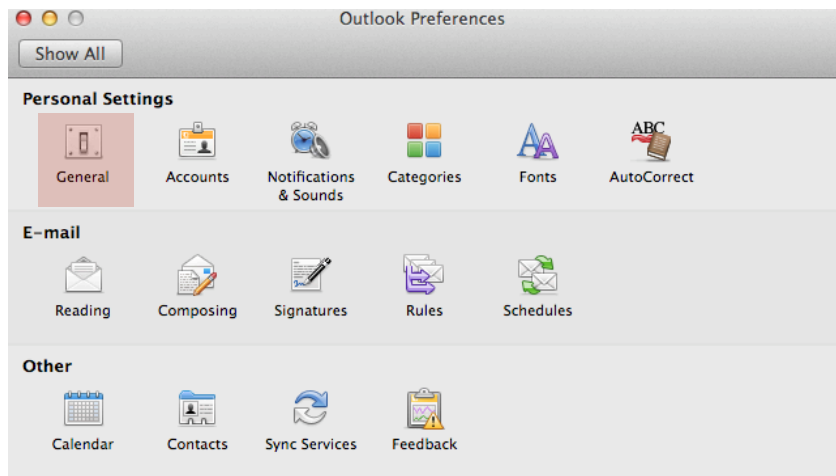


Outlook Groups

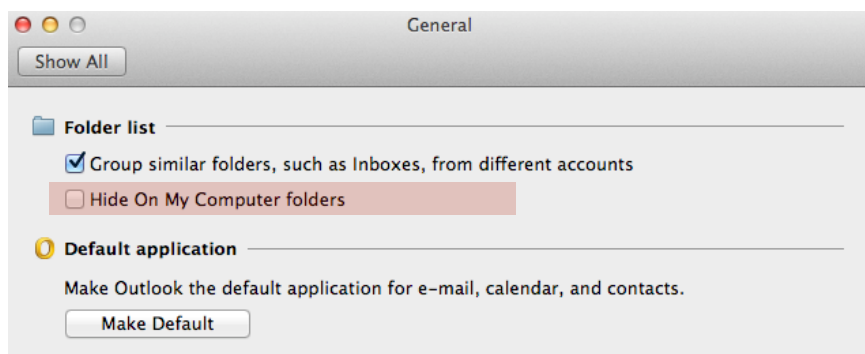
1. In Outlook Click on Outlook > Preferences



2. Click on General



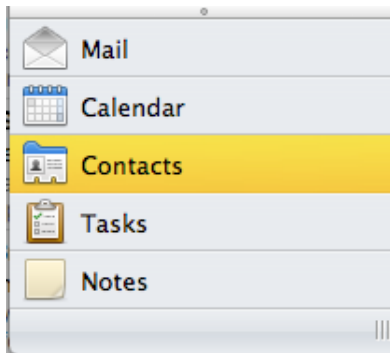
3. Uncheck the box that says "Hide On My Computer folders"



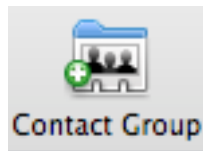
4. Close

Outlook Groups

Preferences Window. Click on Contacts in the Left Hand Sidebar



5. Contact Group should no longer be grayed out, click on it



6. Create your Contact Group

