HawkMail365: Create a New Group

To create a contact group:

1. Click on **People**.

   ![People tab]

2. Click **New** at the top left of the window.

   ![New button]

3. At the prompt, choose **Create Group**.

   ![Create Group option]

**What would you like to do?**

- create contact
- **create group**
- cancel
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4. Fill in the **Group Name** field and add **Members** the same way you add recipients to an email.

Remove Contact from Group

To remove a contact from a Group:

1. Click on **People**.
2. Click on the **Group** you wish to edit, and click the pencil icon on the right.

2. Click the 'X' next to the name of the person you wish to remove from the group.