How to Send Mail to Groups in Outlook

Do not follow any of the following methods when you are mailing any group from your computer is required.

We double-click on the Outlook icon in our computer and after opening it, we click on the New E-mail tab in the top left corner.

When we press the New E-mail tab, we click on the To tab on the screen that comes pre-populated.

After clicking on the To section, we click on All Groups from the address book with red marks in the image that comes pre-screened.

You will see the mail groups that were created when we clicked the All Groups tab. From here, double-click on the group you want to send mail to
or you can just click on the To section after clicking on it and selecting it.