Creating Parent Groups in Outlook

Open Outlook Client (not the internet version).

To leave your email view, select “Contacts” in Navigation Pane (the bottom left).

From the TOP left box in this window, click on the ▶ arrow to open “My Contacts” then find the “Contacts” icon and right-click. Select “New Folder”.

Name the folder with the label “Parent Group_ 2013-14” (or what is best for you).

Click OK.
Click once on your new group: “Parent Group_ 2013-14” to highlight folder.

Click on “New Contact Group” in Home Ribbon. Give this new group a name. Ex. Parents 13-14

Select Add Members from the Contact Group Ribbon. You will get a drop down menu with three choices:
- From Outlook Contacts
- From Address Book
- New E-mail Contact
At this point you can go to “From Address Book” to add parents that are within the RISD address book. You will search for the parent by name and double click on the name. You can keep doing this to add all parents from within the RISD address book. Click OK at bottom when you have all RISD parents.

Now you can add parents’ email addresses. Click on Add Members again from the Contact Group Ribbon and this time select “New Email Contact”. You may want to add the STUDENT name in the Display Name line (Susie Jones or Susie Jones_mom) and then add the email address. I would suggest leaving the Add to Contacts box selected in case you want to only email Susie’s parents and not the entire group. She will then be in your Contacts. If you prefer, you can go to your Contacts and drag the “business card” out of your contacts folder into your Parent Email folder.
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If the parent emails you, that is easier! You can hover over the “From” email address in the message, a business card appears. Select “Add to Outlook Contacts” from the right hand side (it looks like a piece of paper).

You will still need to do two things after this step. Go into your Homeroom Group and add this parent as a contact, but this time you can select “From Outlook Contacts”. Then, if you want to move the business card from your contacts folder into your Parents Folder, you will do that at this point.

Your Parent Email Folder is easy to edit. Just double click on it, add and/or delete contacts. Just remember that you have your parents’ names/business card in TWO places: your contacts (or your Parents folder if you moved them) and the Homeroom “group”, so you will have to edit/add/delete from both places.