STEP 1
Outlook 2010
Click “Address Book” icon from top ribbon

STEP 2
Make sure you are looking in the “Global Address List” or in “All Groups”

STEP 3
Find the group you want by typing the name in the blank white box. For example: netbackup-users
**STEP 4**
Double-click on the group name to open the distribution list window

**STEP 5**
Click the “Modify Members” bar
A membership list will appear
To remove a member: highlight an entry and click “Remove”
**STEP 6**

To add a member, click the “Add” button and a global address list will appear.

1. Scroll until you find the correct entry.
2. Start typing the complete name in the white box.
3. Click “Advanced Find” and you can search on last name.

**STEP 7**

Click “OK” until you close the Address Book.