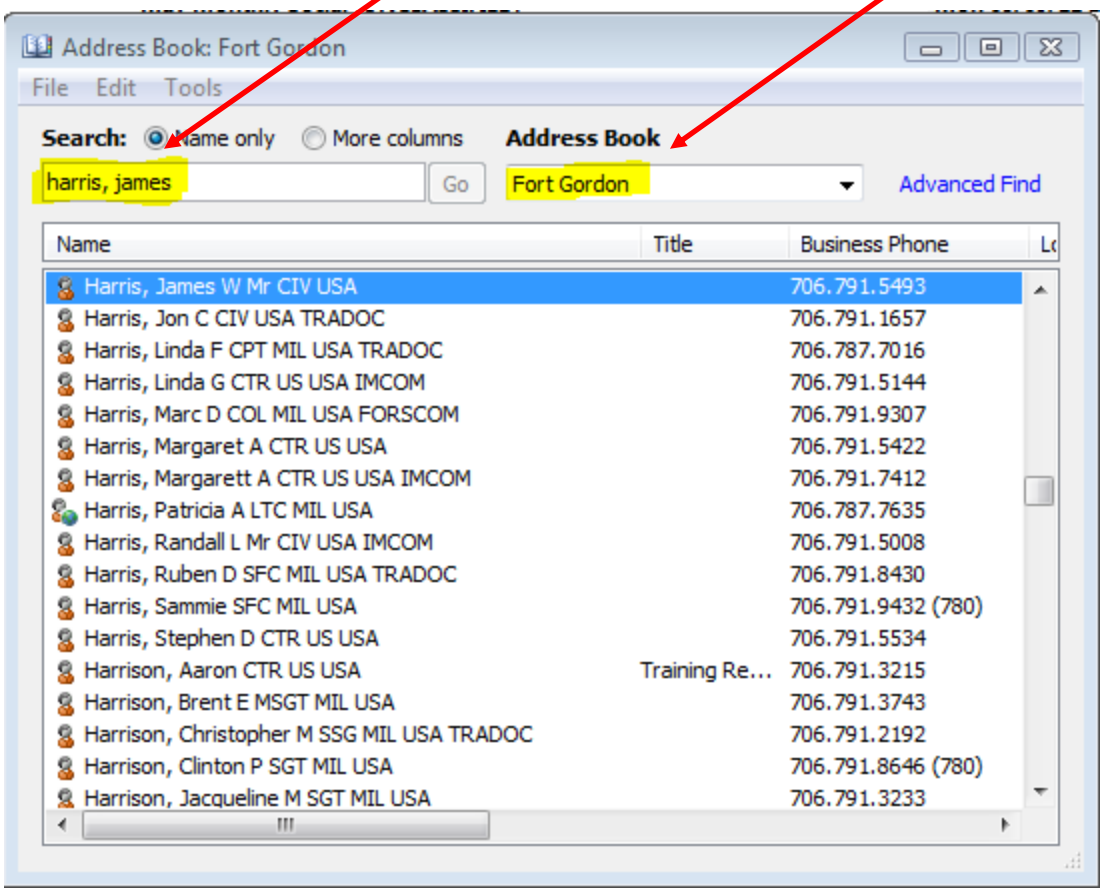
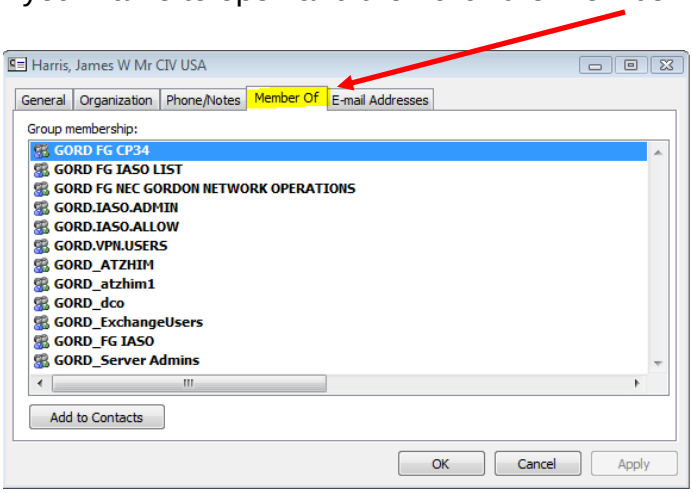
1. Open Outlook and select in the toolbar the **Address Book** icon to open the address book.

2. In the search box type your own name to find the entry. Ensure the Fort Gordon address book is selected.



3. Double click your name to open and then click the **Member Of** tab.

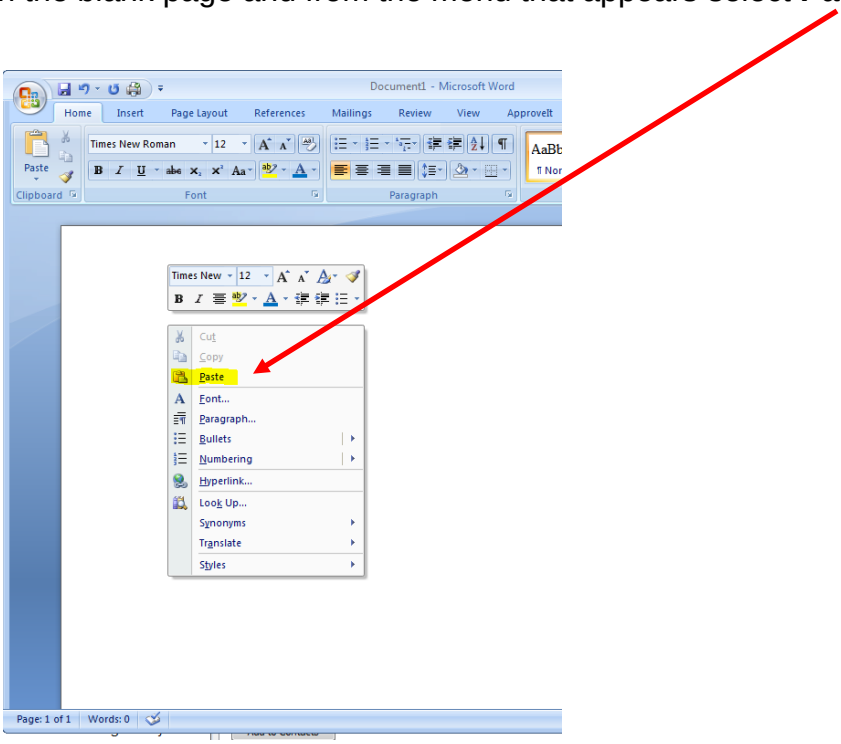


4. The list of groups may be longer than what is visible in the window. If this is the case multiple window captures will be necessary to capture all the listed groups. To accomplish this, after each window capture, return to the **Group membership** window and scroll down to list the remaining groups and repeat step 5. Navigate to the open **Word** document and repeat step 7.

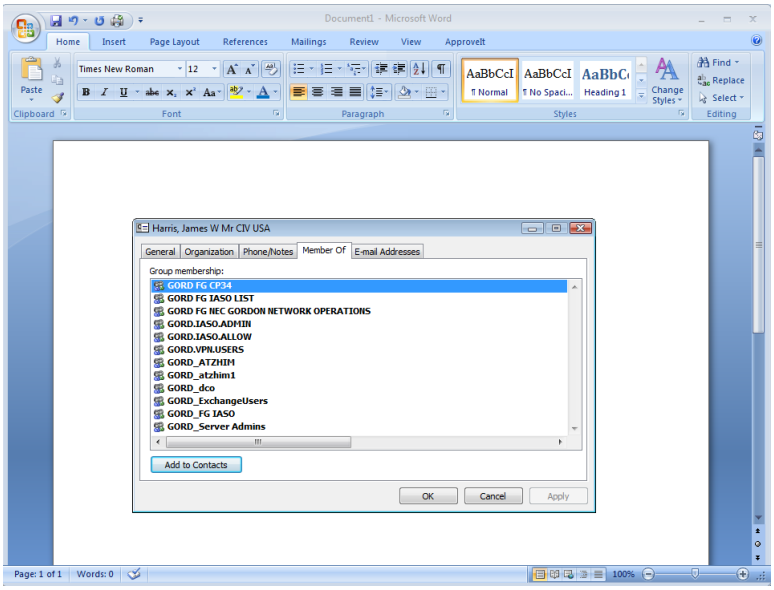
5. On the keyboard press "**Ctrl-Alt-Print Screen**" all at the same time. This will capture a screen shot and place it on the clip board. Nothing will change on the screen.

6. Open a new **Word** document. Click the **Start** icon in the lower left corner of the screen. Select **Microsoft Office Word 2007**. If this selection is not available navigate to **Start** All Programs -> Microsoft Office -> **Microsoft Office Word 2007.**

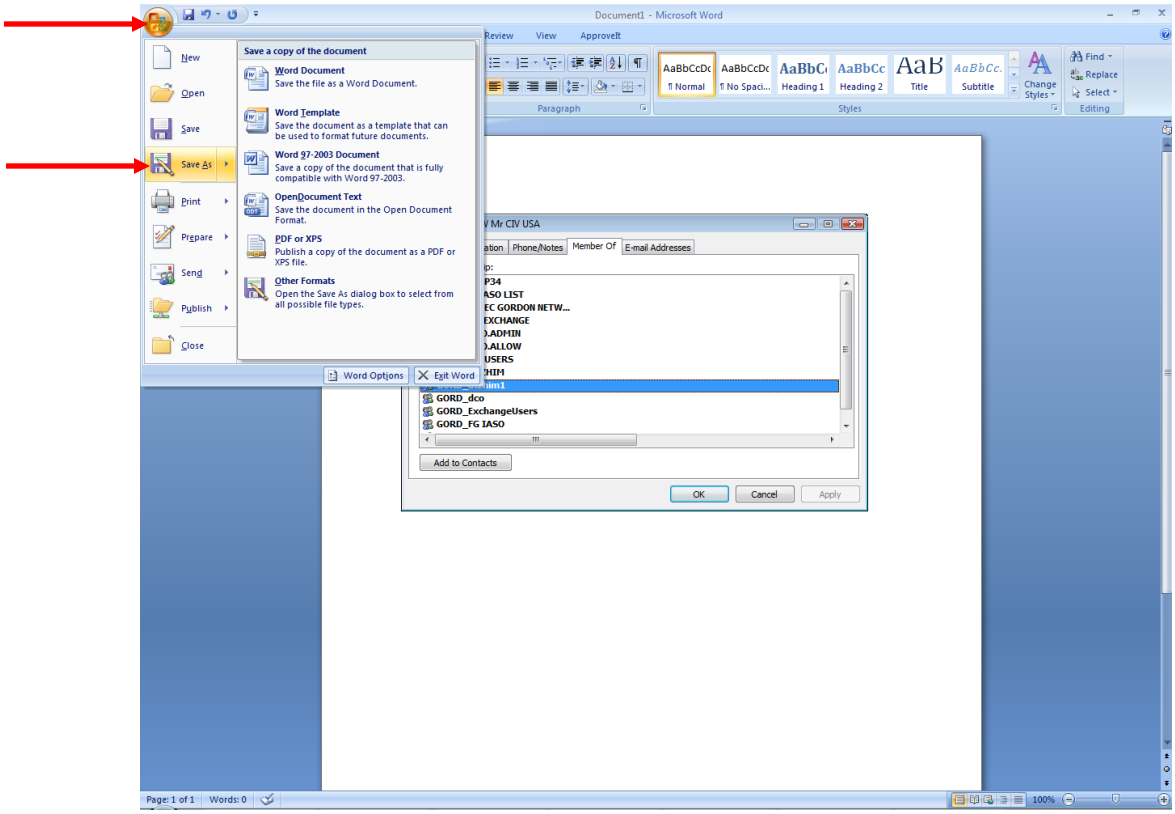
7. Right click on the blank page and from the menu that appears select **Paste**.



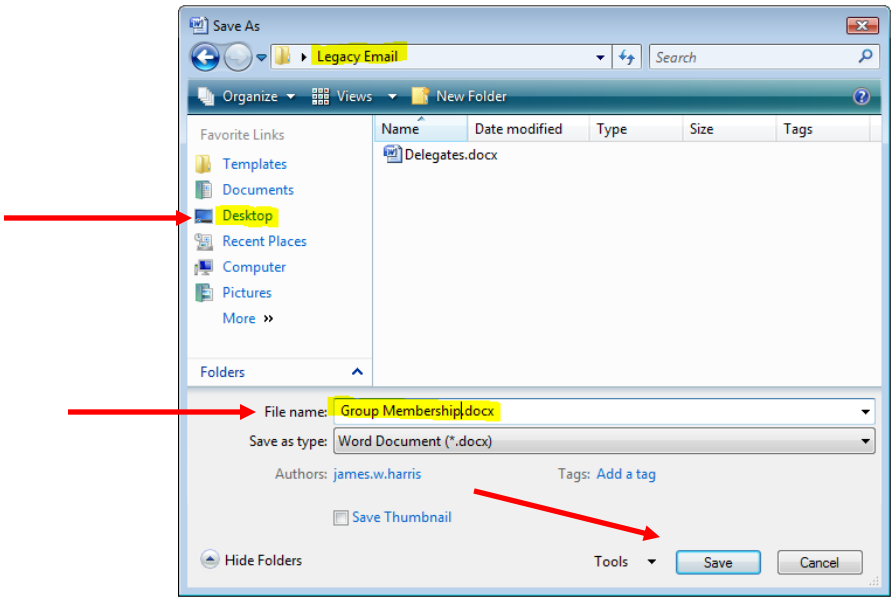
The captured image will appear in the document (multiple images if required):



8. Save the document to the **Legacy Email** folder (located on your Desktop). Select the **Office Button**. Click **Save As**.



9. Select **Desktop**. Double click the **Legacy Email** folder. In the **File name** field type “Group Membership.docx”. Click **Save**.



10. Close all open windows.

11. You have now completed Step 2A.