

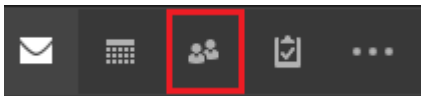
# How to create a Contact List in Office 365

Use a contact group (formerly called a “distribution list”) to send an email to multiple people

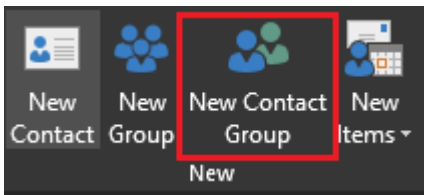
Click on the images to enlarge.

## Desktop Guide

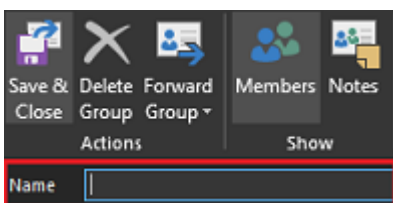
1.) Select **People**.



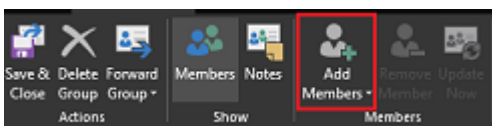
2. Select **New Contact Group**.



3.) Name your group.

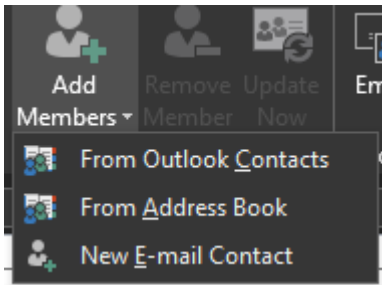


4.) Select **Add Members**.

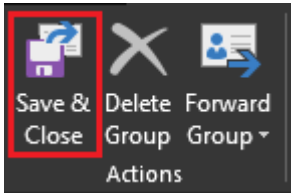


5.) Choose **From Outlook Contacts** to add people from your contacts.

Choose **From Address Book** to add people within the NTCC Global Address list.



## 6. Save & Close

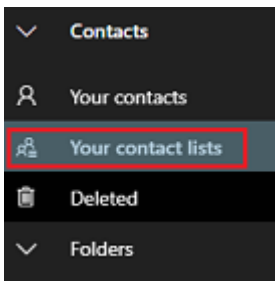


# Webapp Guide

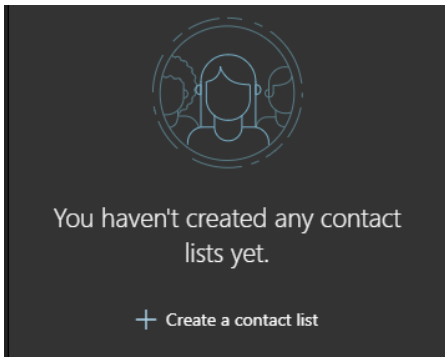
1.) Select **People**.



2.) Select **Your contact lists**.



3. Select **+Create a contact list**.



4. Name your list

5. Type the names to search and add emails

6. **Create**

The screenshot shows a 'New contact list' dialog box with a dark background. On the left, there is instructional text: 'New contact list', 'Create a list of email addresses to send email to many people at a time.', and a note: 'Note: The email addresses in a contact list are not connected to your saved contacts.' On the right, there are three main sections: 1. A 'Contact list name' input field, highlighted with a red box and labeled with a red '4'. 2. An 'Add email addresses' section, highlighted with a red box and labeled with a red '5'. It contains a text input field with the placeholder 'Type a name or an email address' and an 'Add' button. 3. A 'Description' section with a text input field containing the placeholder 'Add a description'. At the bottom, there are two buttons: 'Create' (highlighted with a red box and labeled with a red '6') and 'Discard'.

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