

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

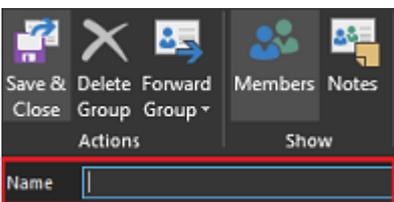
1.) Select **People**.



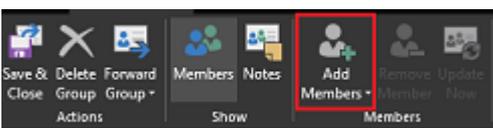
2. Select **New Contact Group**.



3.) Name your group.

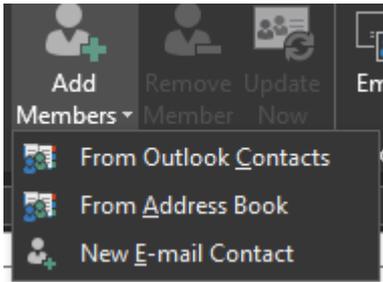


4.) Select **Add Members**.

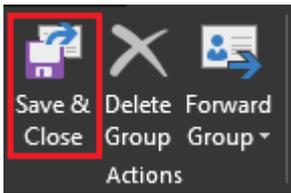


5.) Choose **From Outlook Contacts** to add people from your contacts.

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



6. Save & Close

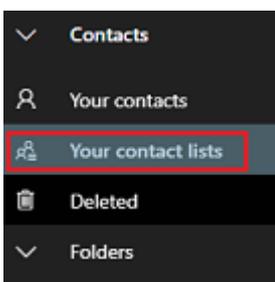


Webapp Guide

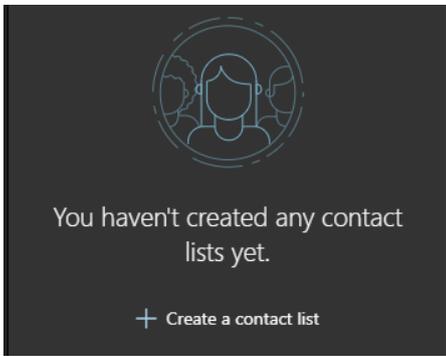
1.) Select **People**.



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



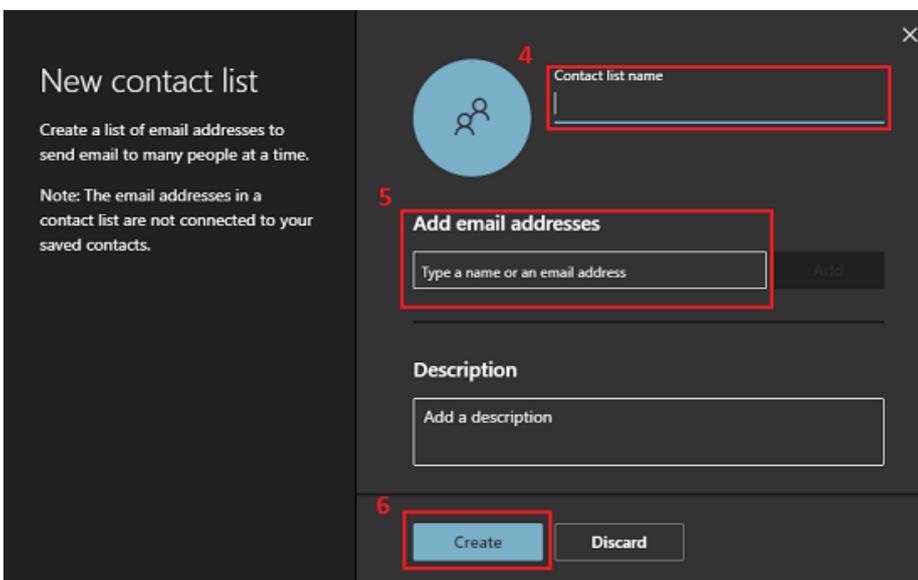
3. Select **+Create a contact list**.



4. Name your list

5. Type the names to search and add emails

6. **Create**



Revision #8

Created 20 October 2022 14:39:11 by Karrie White

Updated 25 October 2022 19:43:00 by Karrie White