

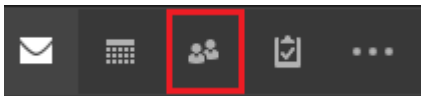
How to create a Contact List in Office 365

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

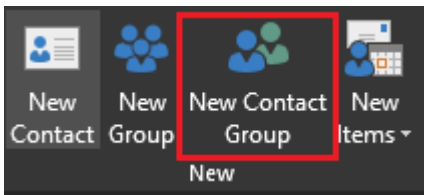
Click on the images to enlarge.

Desktop Guide

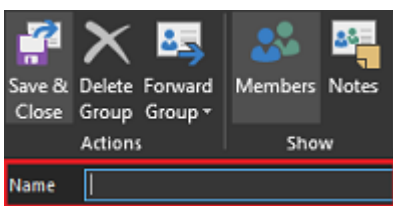
1.) Select **People**.



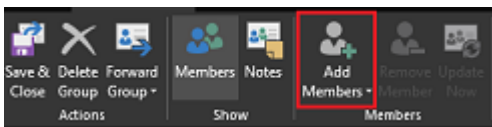
2. Select **New Contact Group**.



3.) Name your group.

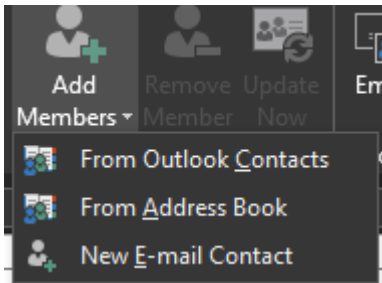


4.) Select **Add Members**.

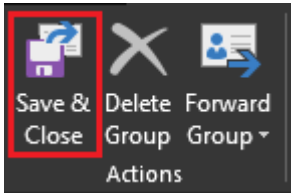


5.) Choose **From Outlook Contacts** to add people from your contacts.

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



6. Save & Close

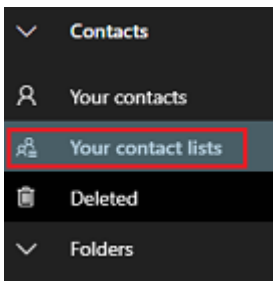


Webapp Guide

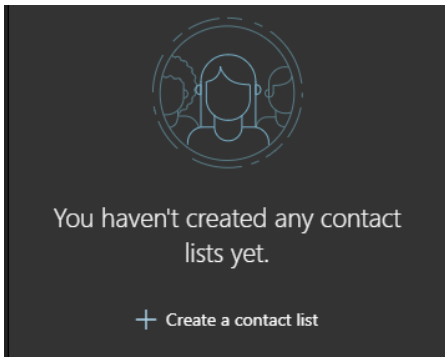
1.) Select **People**.



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 a sidebar with the title 'New contact list' and instructions: 'Create a list of email addresses to send email to many people at a time.' and 'Note: The email addresses in a contact list are not connected to your saved contacts.' The main area on the right contains a blue circular icon with two people (labeled 4), a text input field for 'Contact list name' (labeled 4), a section titled 'Add email addresses' (labeled 5) with a text input field 'Type a name or an email address' and an 'Add' button, a 'Description' section with a text input field 'Add a description', and at the bottom (labeled 6), two buttons: 'Create' and 'Discard'.

Revision #8

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

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