

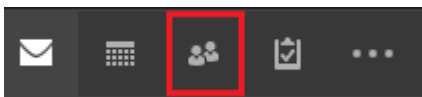
How to create a Contact List in Office 365

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

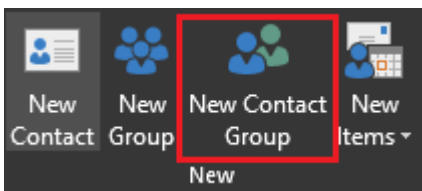
Click on the images to enlarge.

Desktop Guide

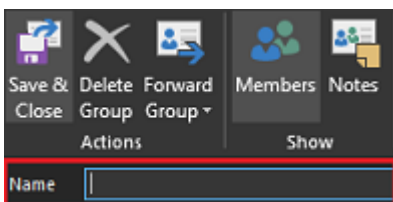
1.) Select **People**.



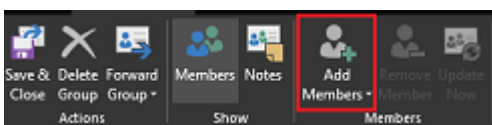
2. Select **New Contact Group**.



3.) Name your group.

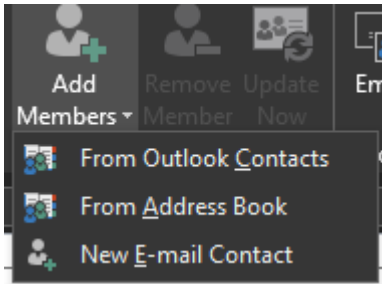


4.) Select **Add Members**.

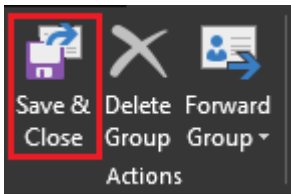


5.) Choose **From Outlook Contacts** to add people from your contacts.

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



6. Save & Close

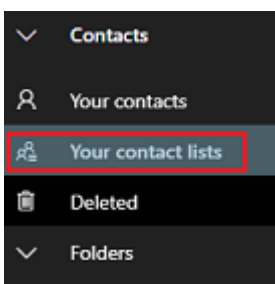


Webapp Guide

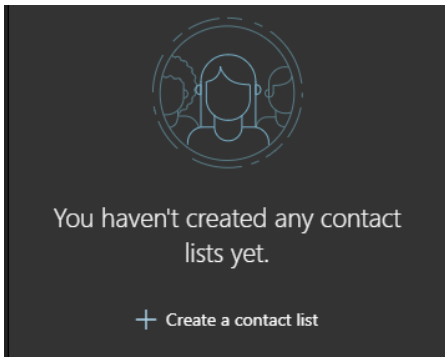
1.) Select **People**.



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.' The right side of the dialog contains several fields and buttons:

- 4**: A red box highlights the 'Contact list name' input field at the top right.
- 5**: A red box highlights the 'Add email addresses' section, which includes a text input field labeled 'Type a name or an email address' and an 'Add' button.
- 6**: A red box highlights the 'Create' button at the bottom left, next to a 'Discard' button.

Other visible elements include a blue circular icon with two people silhouettes, a 'Description' section with an 'Add a description' input field, and a close button (X) in the top right corner.

Revision #8

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