

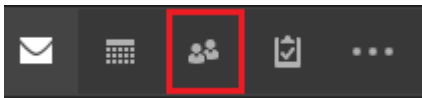
How to create a Contact List in Office 365

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

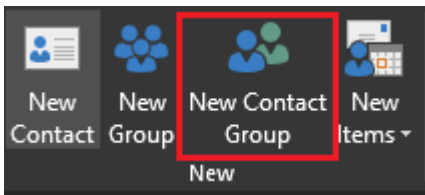
Click on the images to enlarge.

Desktop Guide

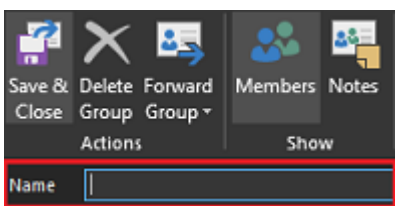
1.) Select **People**.



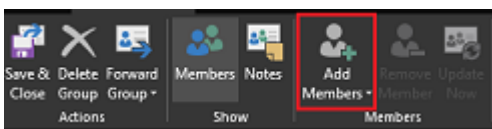
2. Select **New Contact Group**.



3.) Name your group.

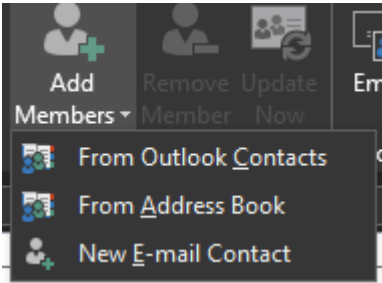


4.) Select **Add Members**.

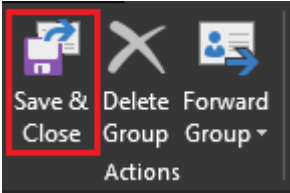


5.) Choose **From Outlook Contacts** to add people from your contacts.

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



6. Save & Close

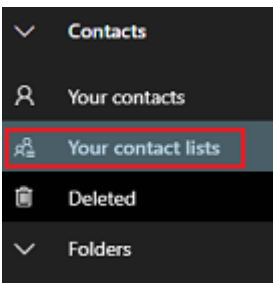


Webapp Guide

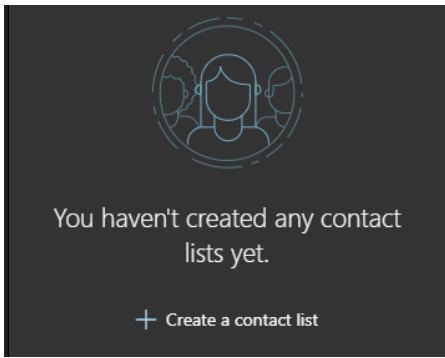
1.) Select **People**.



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**

New contact list

Create a list of email addresses to send email to many people at a time.

Note: The email addresses in a contact list are not connected to your saved contacts.

Contact list name

Add email addresses

Type a name or an email address

Add

Description

Add a description

Create Discard

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