

Creating Contact Lists in Office 365

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Bilingual Instructional Coach

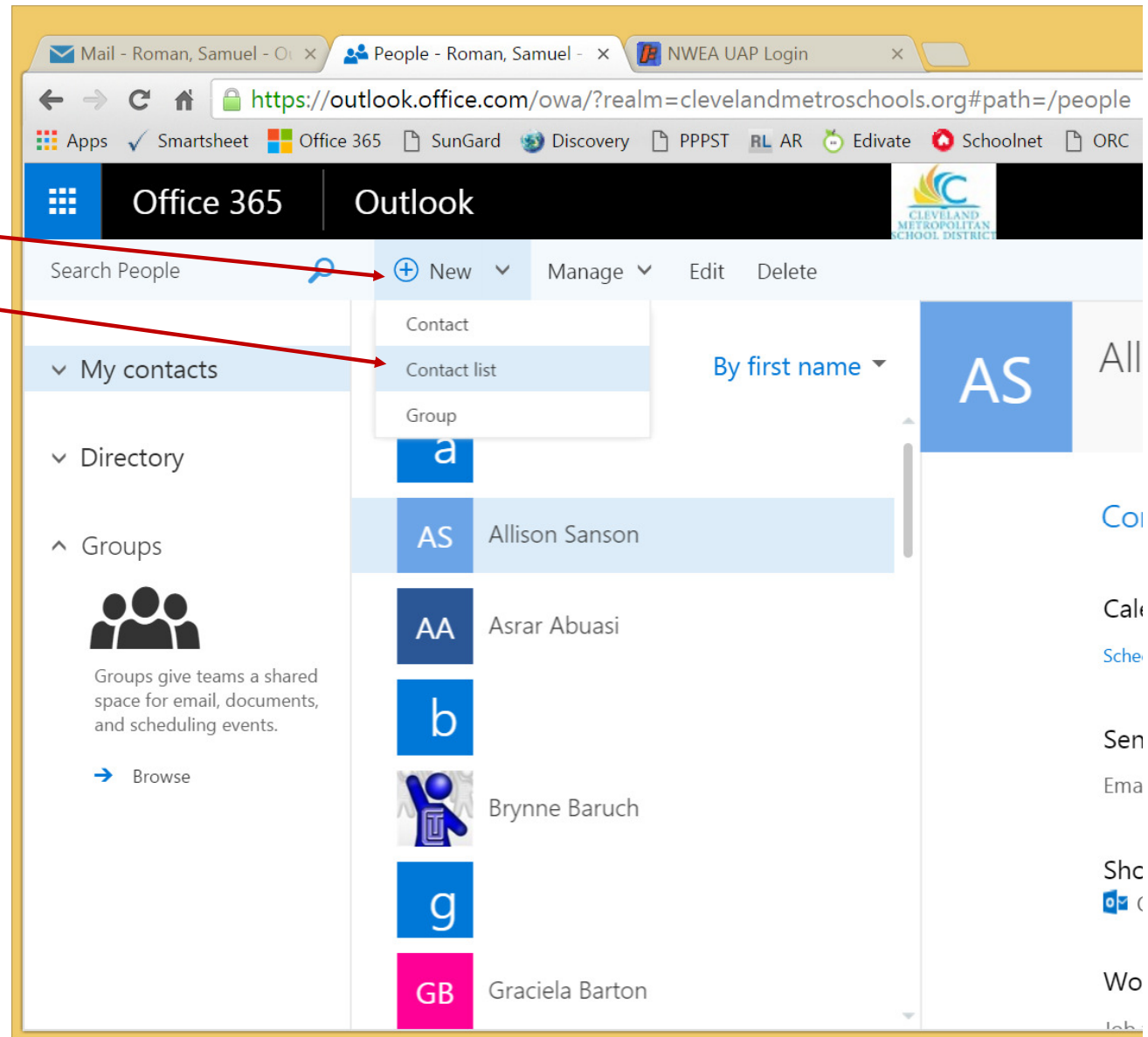
The International Newcomers Academy @ Thomas Jefferson

Dear Colleagues,

We cannot create groups but we can create a contact list. Lists are easier to set up and edit. You must be in the People app. Next click New > Contact List. Then, type a name for your list and begin adding members. Once you are done adding members, click Save. Your list will be saved in to your contacts. To edit a list, go to the People app. Next, choose your list and check the box to the left. Then click Edit. To remove a contact from the list, just click on the **X** to the right of the name you want to remove or add another contact to your list. Finally, save your list. Look at the screenshots below for guidance.

Sam

1. Open the People App.
2. Click on “New” then choose “Contact List”.



3. Name your list.

The screenshot shows the Outlook interface with a contact list on the left and a 'My contacts' list on the right. The 'My contacts' list is named 'INA Teachers' and contains 54 current members. A red arrow points from the text '3. Name your list.' to the 'List name' field in the 'My contacts' list, which contains the text 'INA Teachers'.

Office 365 Outlook

My contacts

INA Teachers

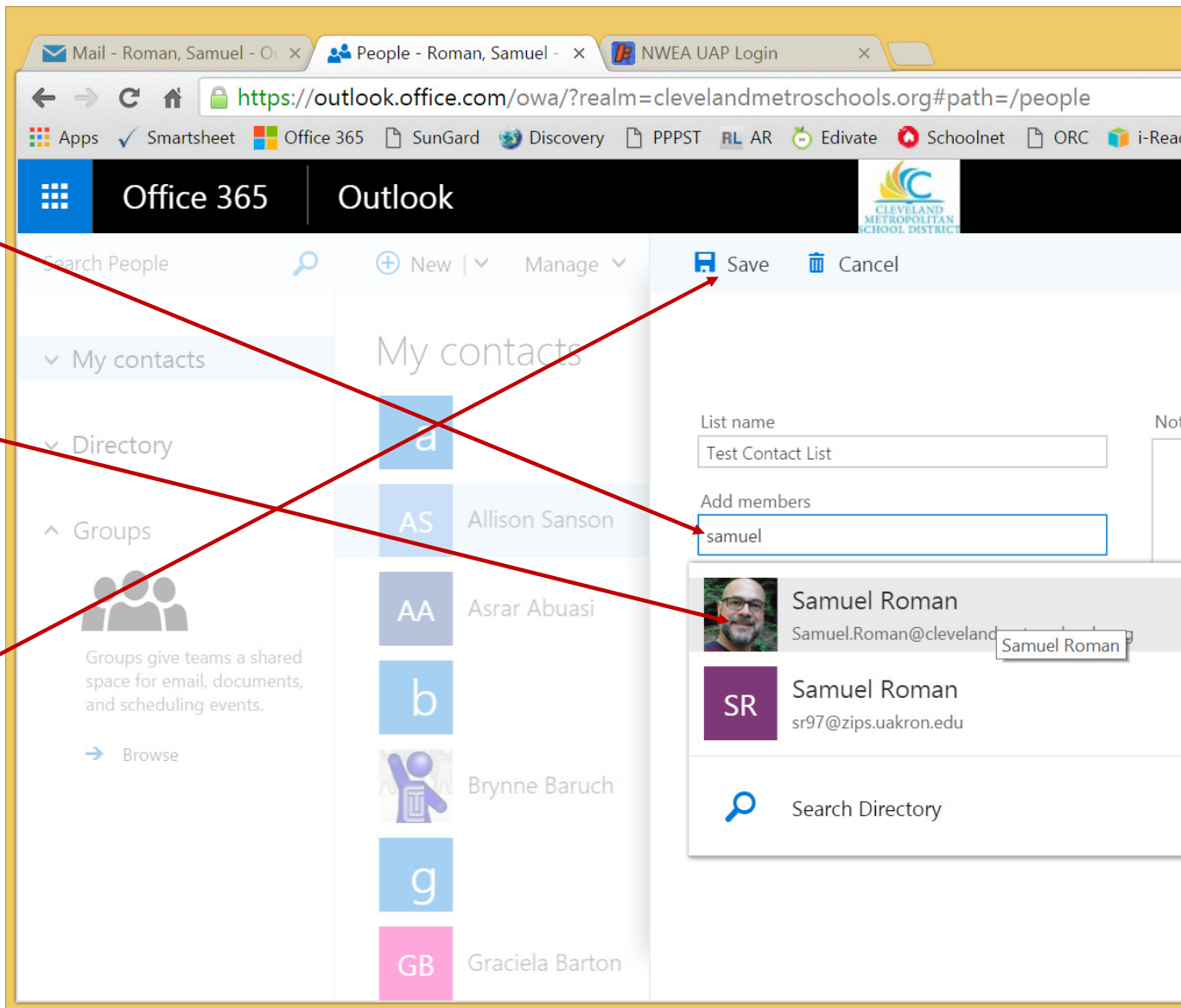
54 current members

- AY Abdallah, Yusef G
Yusef.Abdallah@clevelandmetros
- AR Abramoff, Robert G
Robert.Abramoff@clevelandmetr
- AA Abuasi, Asrar
Asrar.Abuasi@clevelandmetrosch
- AS Aung, Sandar
Sandar.Aung@clevelandmetroscl

4. In the **“Add members”** box, search for your contacts and **click** on them to add them to your list.

5. Continue the process until you have all the people in your list.

6. Click **“Save”** and you’re done!



When you go into your contact lists, you will find your list.

When you need to send an email, just start a new message and type the name of your list in the **To:** or **Cc:** in the recipient box and proceed as usual.

