



Quick Reference Guide

Create a Contact (Distribution) List in Outlook (Online Version)

Overview

Outlook Contact (Distribution) Lists are groups of email recipients that are addressed as a single recipient. Contact Lists are generally used to send email to groups of people without having to manually enter every single email address. Employees can create their own personal distribution (contact) list if they cannot find a specific list in the Global Address Book.

Create a Contact List

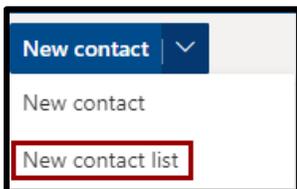
1. Click the **People icon**.



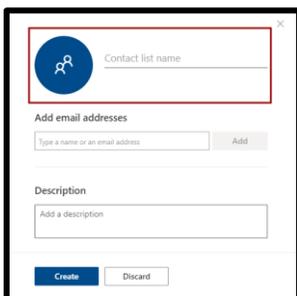
2. Click the **Down arrow** next to New contact in the next window.



3. Select **New contact list**.



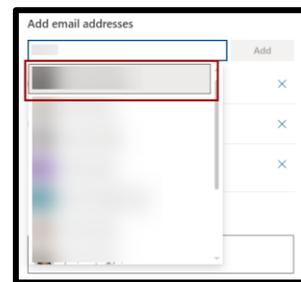
4. Name the **Contact list**.



5. Type a **name or email address**.



6. Click the **name or Add button** to add the member to the contact list.



7. Enter a **description** (optional).



8. Click **Create**.



Send a Message or Meeting Invite to a Contact List

You can use a Contact List to send an email message or meeting invitation to all the addresses at once.

Send a Message

1. Open Outlook and create a **new message**.



2. Type the **name of your Contact List** into the **To field** of you message or meeting request.
3. Compose **your message** and click **Send**.



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Send a Meeting Invite

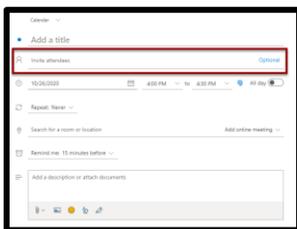
1. Open Outlook and click the **Calendar icon**.



2. Click **New event**.



3. Add the **meeting information** and enter the name of the Contact list in the are marked Invite attendees.



4. Add any **additional information** and click **Send**.



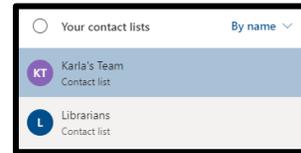
Update your Contact List

You can change your Contact List as needed to add new members and remove members who have left the team.

1. Click the **People icon**.



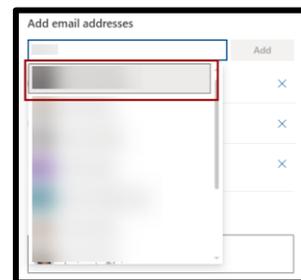
2. Select the **Contact List** you want to update.



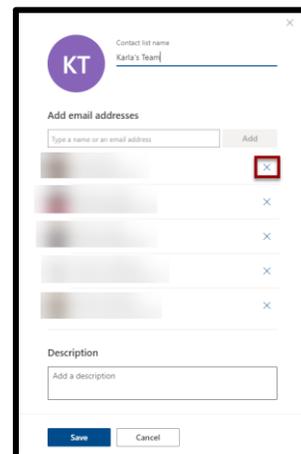
3. Click **Edit**.



4. Enter the **name of the new member** and click the name or Add button.



5. To remove a member, click the **X** next to their name.



6. Click **Save**.

