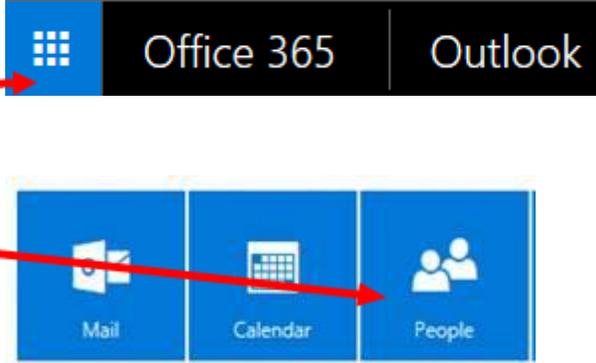
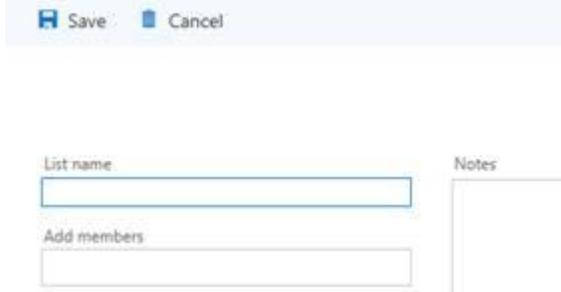


Create a Contact List in Office 365 Outlook Web App

Note: Contact lists created in the web app will display in the Outlook Client.

<p>To Create a Contact List:</p> <p>Look for the “Waffle” in the upper left corner and click</p> <p>Click on the “People” tile</p> <p>NOTE: Do Not use “Groups”</p>	
<p>Click the dropdown next to New and choose Contact List</p>	
<p>Enter a List Name</p> <p>Click into the field Add Members</p>	
<p>If you have e-mailed a user before their name should pop up.</p> <p>Once you have added all users to your New Contact List click Save.</p>	