## Create a Contact List in Office 365 Outlook Web App

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

To Create a Contact List:	
Look for the <b>"Waffle"</b> in the upper left corner and click	Office 365 Outlook
Click on the " <b>People</b> " tile <b>NOTE: Do Not</b> use "Groups"	Mail Calendar People
	Search People 👂 🕀 New   💙
Click the drop <u>down next to <b>New</b></u> and choose <b>Contact List</b>	V Your contacts Contact list Group
	Save Cancel
Enter a <b>List Name</b>	Add members
Click into the field <b>Add Members</b>	
If you have e-mailed a user before their name should pop up. Once you have added all users to your New Contact List click <b>Save.</b>	List name Test group for new O: Add members mdecorre MIKE D mdecorret MIKE D mdecorret