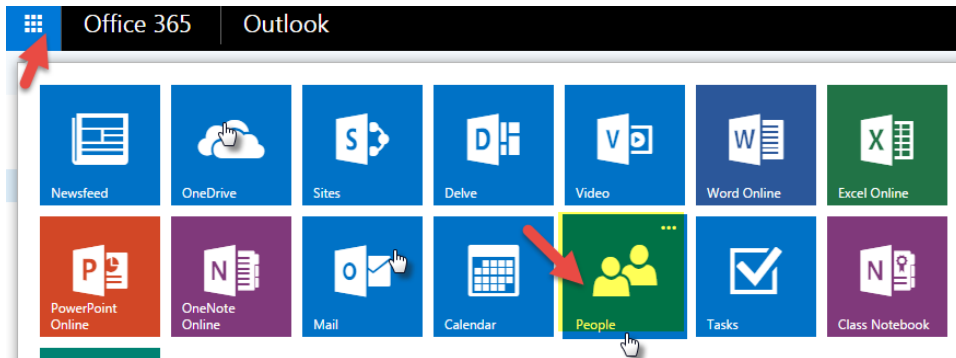
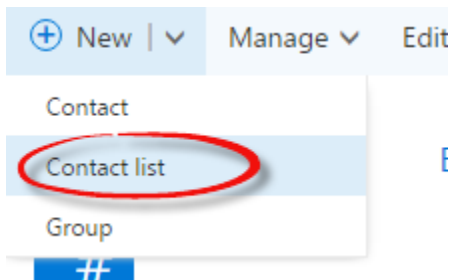


Creating a Contact List in Office 365

1. Log in to web mail at: <http://outlook.k12.de.us>
2. Click the **Office 365** icon in the top-left-hand-corner and select **People**.




3. Click the **New** drop down menu and select **Contact List**.




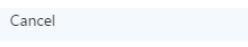
4. Name the list and add the email addresses. *Note: It will search the directory for each one and add them automatically if they are an external email address.*

List name

Add members

 Search Directory

5. Click **Save**.




 Save  Cancel

List name

Add members

3 newly added member(s)

6. The list will show up in **My Contacts**. You can email the list from your **My Contacts** or start a new email message and type in the name.

To   testlist 

Cc