

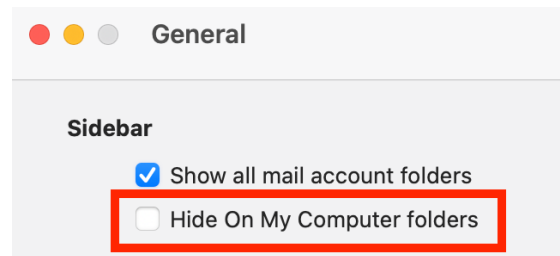
How to Create Contact Lists in Outlook App

You must use the old Outlook. If you are in the New Outlook, toggle it off.
If you lose access to switch back to the old Outlook, you can do it in
webmail. Contact lists do not sync between webmail and the app.

New Outlook Off

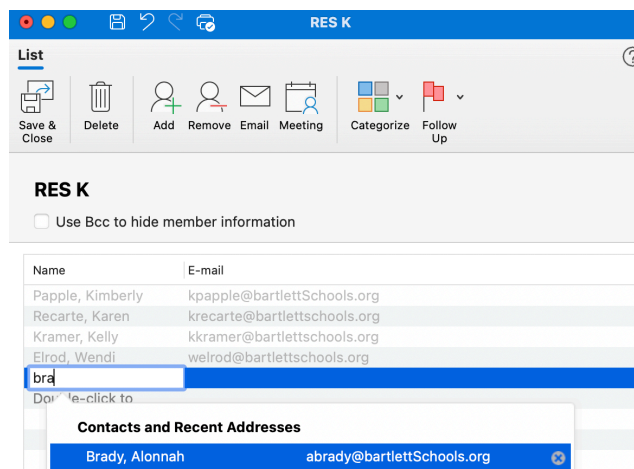
Check Preferences

1. From the Outlook menu, select Preferences.
2. Under Preferences, select General.
3. Uncheck “Hide on My Computer Folders”



Create Contact Lists

4. From the Home screen on the Mail tab, select New Items – Contact List.
5. Name the contact list.
6. Double click under Name to add contacts. As you type in the contact, recent contacts and BCS contacts that match will appear.



7. When you are done, click Save and Close
8. To send an email to the list, create New Email. Type the name of the list and it should appear.

How to Create Contact Lists in Webmail

Create Contact Lists

1. From your Webmail screen on the Contacts tab (two people icon on the left),
2. Click the arrow next to New Contact and select New Contact List.
3. Name the contact list.
4. In the add email address field, type in the contact. Recent contacts and BCS contacts that match will start to appear.

Edit contact list

The email addresses in a contact list are not connected to your saved contacts.

If you want to change an email address in the contact list, you must remove the old email address and add the new one.

Contact list name
RES k

Add email addresses

Type a name or an email address Add

BA Brady, Alannah
brady@bartlettSchools.org

RK Recarte, Karen
krecarte@bartlettschools.org

Description

Add a description

Save Cancel

5. When you are done, click Create
6. To send an email to the list, create New Message. Type the name of the list and it should appear.