# How to Create Contact Lists in Outlook App

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


Check Preferences

1. From the Outlook menu, select Preferences.
2. Under Preferences, select General.
3. Uncheck "Hide on My Computer Folders"
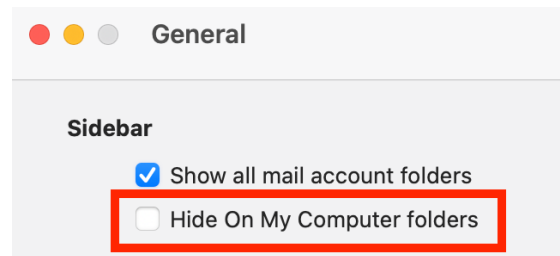
Create Contact Lists

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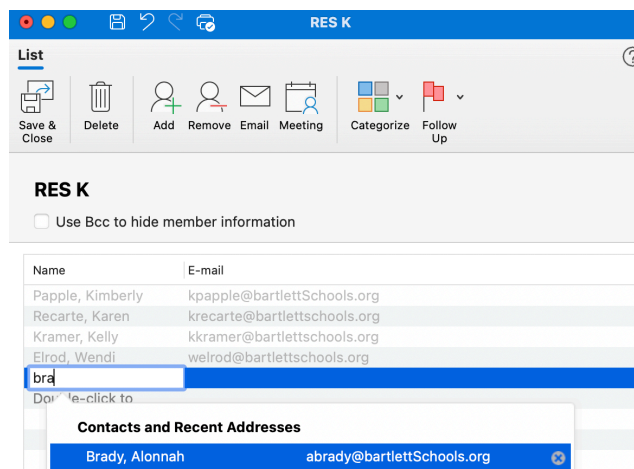
7. When you are done, click Save and Close
8. To send an email to the list, create New Email. Type the name of the list and it should appear.

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.

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.