

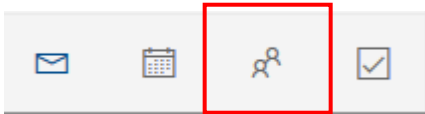
## Creating a Contact List in Web Mail or Outlook 2013

### Log into Office 365 Web Mail:

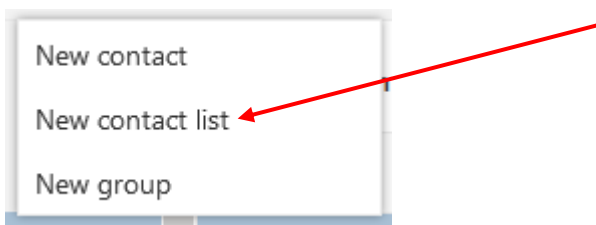
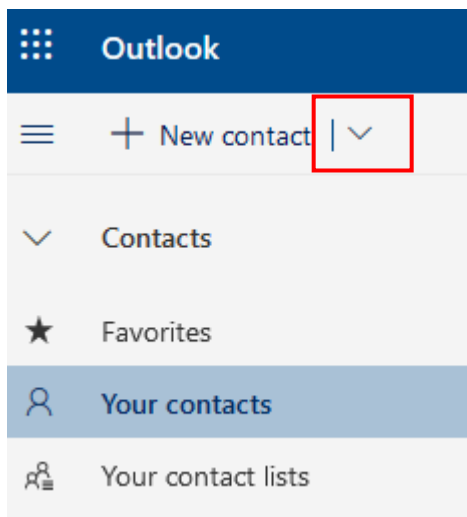
In a browser, log into

<https://outlook.office365.com>

Go to People



Click the down arrow next to New contact to create a new Contact List.



Name your Contact List and add Email addresses then Create.

New contact list

Create a list of email addresses to send email to many people at a time.

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

Contact list name  
Kutztown

Add email addresses

Type a name or an email address Add

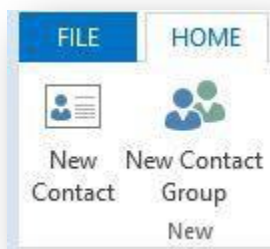
Description

Add a description

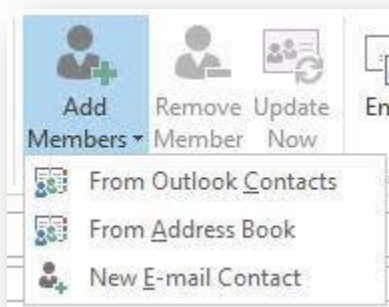
Create Discard

### For Outlook:

Open Outlook. Go to People (at bottom of page). Click the New Contact Group button on the Home tab



Type your Group name. Then click the Add Members button, choose From Address book (most common)



Start typing names in the Search box. When the name is found in the list, double click to add it to the Members field at bottom. Repeat until all names are added.

Click OK. Click Save & Close.