
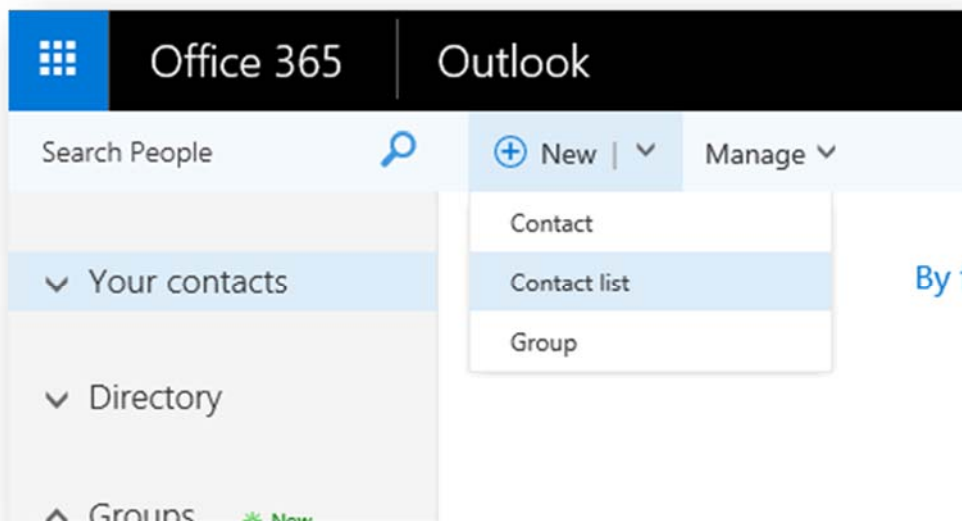



# Create a contact list

A contact list is a collection of contacts or people (also known as a distribution list.) You can send an email message to a contact list. When you send the message, it goes to all of the people in the list at the same time. For example, you might create a contact list named "My book club" and add all of the members of your book club to it. Then to address a message to everyone in the club, you would only have to enter "My book club" on the To: line of the email.

1. On the Outlook navigation pane, click the app launcher , and click the People tile.
2. Under My Contacts in the left pane, select the folder that you want to create the contact list in.
  - o If My Contacts is selected rather than a particular folder, the new contact list is created in the Contacts folder.
  - o After you create a contact list in a folder, it isn't possible to move it to a different folder. To store a contact list in a different folder after you create it, you can delete it and re-create it in the other folder.
3. Under the Outlook navigation pane, click New down arrow, and then click New contact list.



4. Under Edit list, enter the Contact list name, the contact list Members, and optional Notes.
5. Click  Save.