

Creating a Distribution List (Contact Group) In Office365

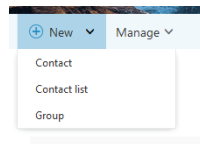
From Outlook (Desktop Application)

1. Go to the PEOPLE Hub by choosing the icon in the lower left hand corner of the application window
2. In the Outlook ribbon, choose CREATE CONTACT GROUP
3. Enter a Group Name, and click the ADD MEMBERS button. Choose either OUTLOOK CONTACTS for people you have in your personal contact list, ADDRESS BOOK to browse the system directory or NEW EMAIL CONTACT if you wish to manually enter contact information.
4. When done click SAVE & CLOSE



From the Web Portal

1. Login to the Microsoft Web Portal and choose the PEOPLE app – or if already logged in from the APP CHOOSER (shown, right).
2. Using the drop down arrow at the top ribbon next to NEW, choose CONTACT LIST. Click on the arrow, not the plus sign (shown, below)



3. Enter a LIST NAME and then choose the members in the appropriate fields.
4. Click SAVE when done.

