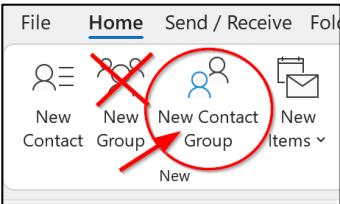
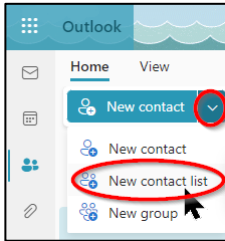
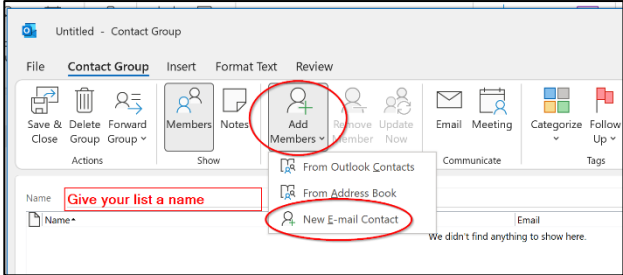
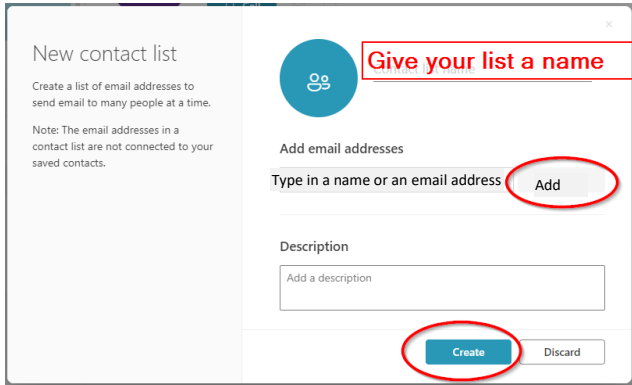


Creating an E-Mail Group List

A Contact Group / Contact List (used to be called a distribution list) is a collection of email addresses that you can use to send one email or meeting invitation to all at once. Please note it is different on the Online Web version of Outlook and the Desktop version that is saved on your computer.

Steps	Desktop App	Web App
1	Open Microsoft Outlook .	
2	Click on the People icon. At bottom left of screen.	At top left of screen. 
3	Desktop: Click on New Contact Group . Web App: Click on New Contact List .	 
4	Desktop App: 1. Add a name for your list (this is the name you will type in the To: or BCC: section of your email when you are sending an email to the list). 2. Click on Add Members. 3. Click on New E-Mail contact (unless you have the people in your Address Book or Outlook Contacts). 4. Add members by name and email address 	Web App: 1. Add a name for your list (this is the name you will type in the To: or BCC: section of your email when you are sending an email to the list). 2. Add the members to the list by their email addresses. 3. Click Create 
5	When you would like to send your new group an email, on the BCC: or To: line, type the name of the list that you created and your email will go to all the people you added.	