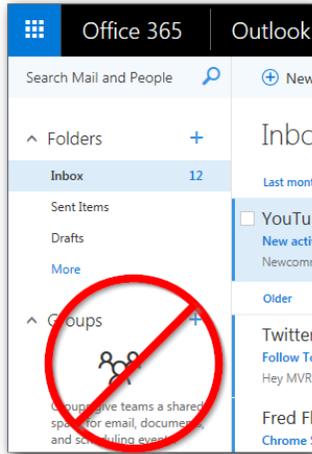


Create Contact Lists in Office 365

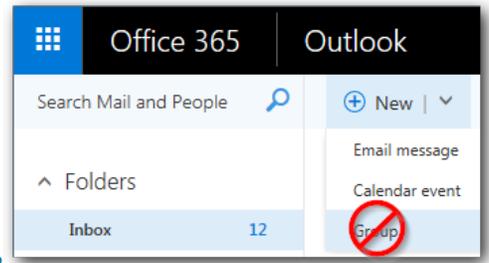
1 Avoid Using Groups in Office 365

When using the *Add Group* choice in Office 365 Email, users are making that group visible to everyone in the district.

Often the user is attempting to make a simple contact list. Unfortunately, Microsoft placed the *Group* function right in front while making the contact list a bit harder to find.

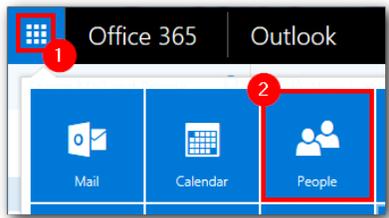


OR

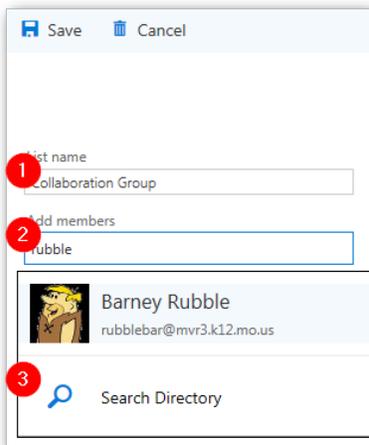
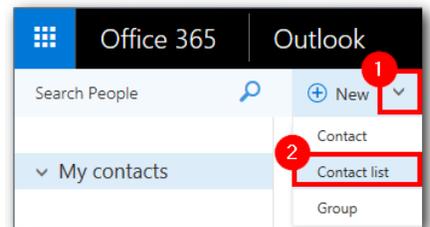


2 Create a Contact List for Private Use

Likely, the contact list is meant for personal use. Create a contact list by first clicking the apps launcher “waffle” and then selecting *People*.



Click the drop-down next to *New* and choose *Contact list*.

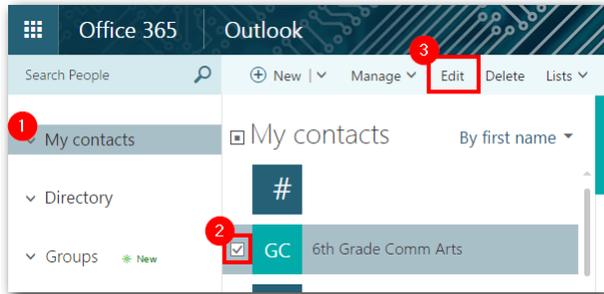


Name your list, begin typing member names, click *Search Directory* if the desired name doesn't show automatically, click *Add*, and be sure to click *Save*.

This contact list will now show in your private address book in both Office 365 and the Outlook desktop program.

3 Edit an Existing Contact List

Once created, the contact list can be edited from within the *People* app. Click *Contacts*, select the entry to be modified, and click *Edit*.



The following window will allow addition and deletion of contacts.

Managing Contact Lists in Outlook 2013

1 Create a Contact List in Outlook

The desktop client looks a bit different, but Outlook syncs with Office 365. Whatever contact changes are made in one will reflect in the other.

As in 365, click on the *People* icon (in the lower left corner of Outlook).

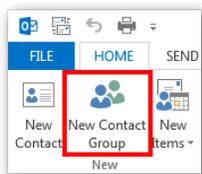
It may look like this:



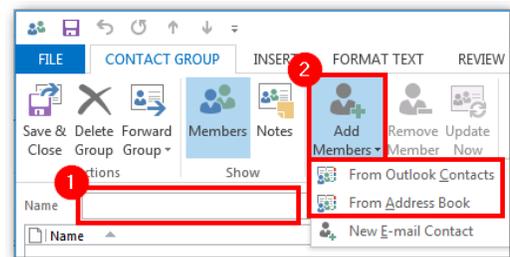
OR this:



Now this is confusing... You will click *New Contact Group* to create a list within Outlook, which is **not** the same as an Office 365 Group.



Name the Contact Group, click *Add Members*, and then pick recipients from either your own Outlook Contacts or from the Global Address Book:



Click *Save & Close*. You will find this list in the *People* tab. Click it and then *Edit* to manage membership.