



Quick Reference Guide

Create a Contact (Distribution) List in Outlook (Desktop Version)

Overview

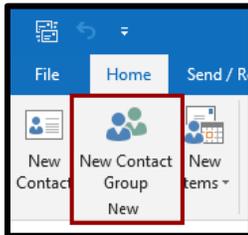
Outlook Contact (Distribution) Lists are groups of email recipients that are addressed as a single recipient. Contact Lists are generally used to send email to groups of people without having to manually enter every single email address. Employees can create their own personal distribution (contact) list if they cannot find a specific list in the Global Address Book.

Create a Contact List

1. Click the **People icon**.



2. Click **New Contact Group**.



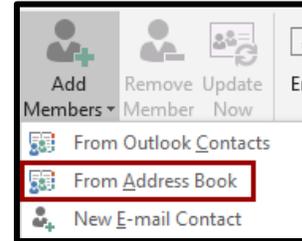
3. Name your list.



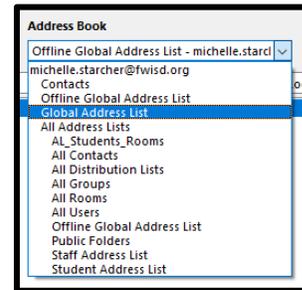
4. Click **Add Members**.



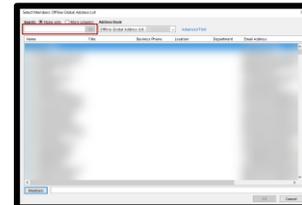
5. Select **From Address Book** from the menu.



6. Select **Global Address List** from the **Address Book** menu.

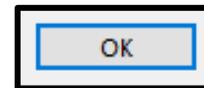


7. Search for member names.

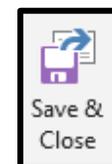


8. Double-click the **contact's name** from the list to add contact to the Members list.

9. Click **OK**.



10. Click **Save and Close**.





Quick Reference Guide

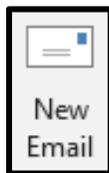
Create a Contact (Distribution) List in Outlook (Desktop Version)

Send a Message or Meeting Invite to a Contact List

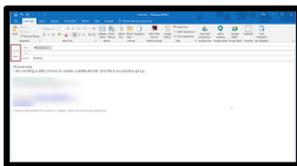
You can use a Contact List to send an email message or meeting invitation to all the addresses at once.

Send a Message

1. Open Outlook and create a **new email message**.



2. Type the **name of your Contact List** into the **To field** of your message or meeting request.
3. Compose **your message** and click **Send**.

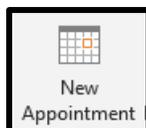


Send a Meeting Invite

1. Open Outlook and click the **Calendar icon**.



2. Click **New Appointment**.



3. Add the **meeting information** and click **Invite Attendees**.



4. Type the name of your **Contact List** into the **To field**.
5. Add any **additional information** and click **Send**.



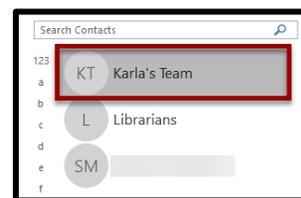
Share the Contact List

Although your Contact list will not show up in the district's address book, you can share your contact list with other members of your team.

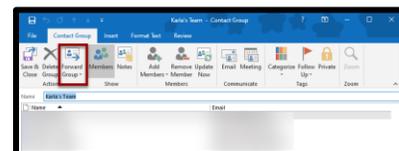
1. Click the **People icon**.



2. Select the **Contact List** you want to share from the list.



3. Click **Forward Group**.

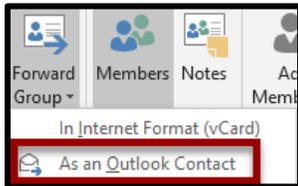


4. Select **As an Outlook Contact**.



Quick Reference Guide

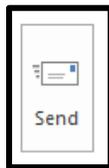
Create a Contact (Distribution) List in Outlook (Desktop Version)



5. Enter the names of the people you want to grant access to your Contact List in the **To** field.



6. Compose your **message** and click **Send**.



Update your Contact List

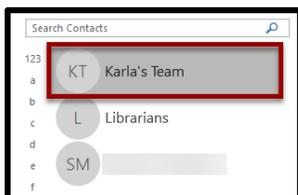
You can change your Contact List as needed to add new members and remove members who have left the team.

Add a Member to your Contact List

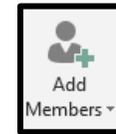
1. Click the **People icon**.



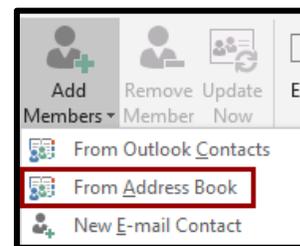
2. Select the **Contact List** you want to update.



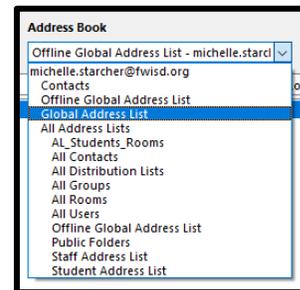
3. Click **Add Members** to add new members.



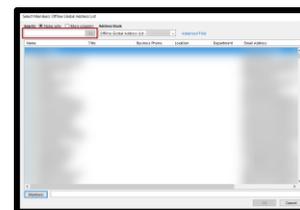
4. Select **From Address Book** from the drop down menu.



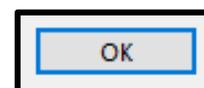
5. Select **Global Address List** from the **Address Book** menu.



6. Search for member names. Double-click the **contact's name** from the list to add contact to the Members list.



7. Click **OK**.



8. Click **Save and Close**.



Quick Reference Guide

Create a Contact (Distribution) List in Outlook (Desktop Version)

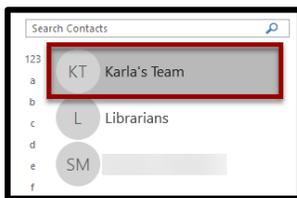


Remove a Member from your Contact List

1. Click the **People icon**.



2. Select the **Contact List** you want to update.



3. Select the **member you want to remove** and click **Remove Member**.

