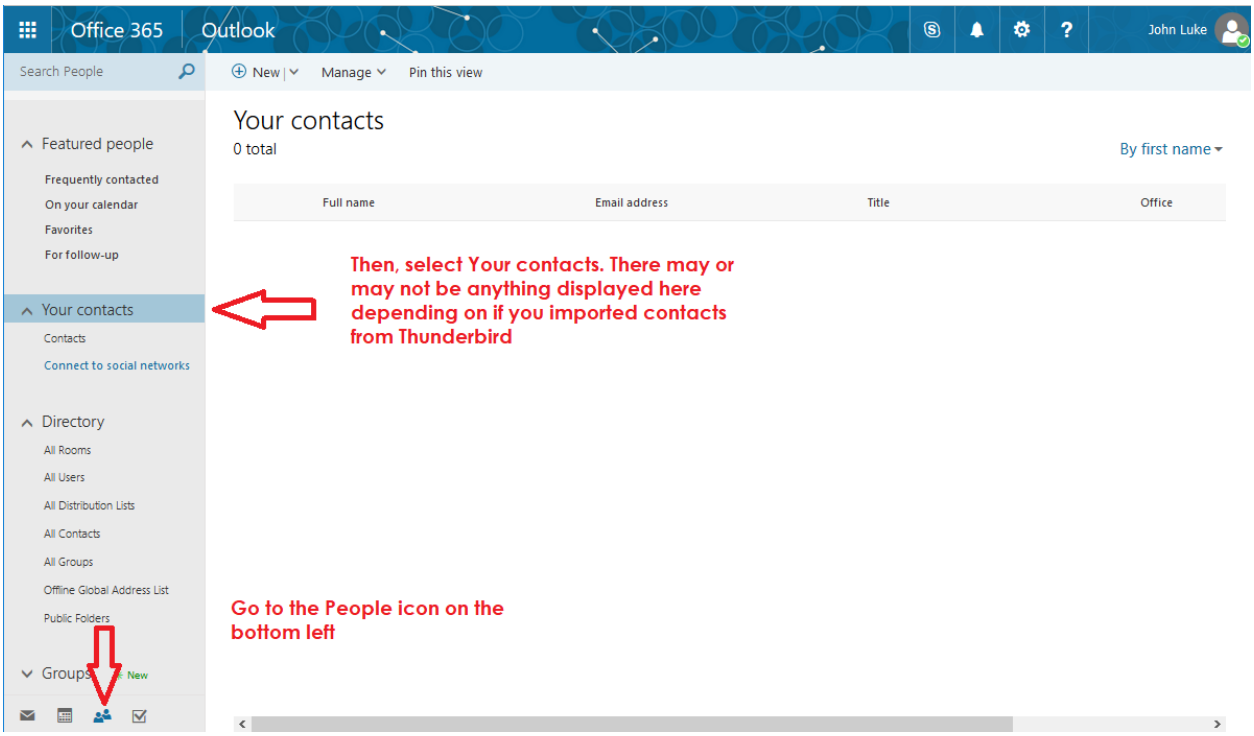
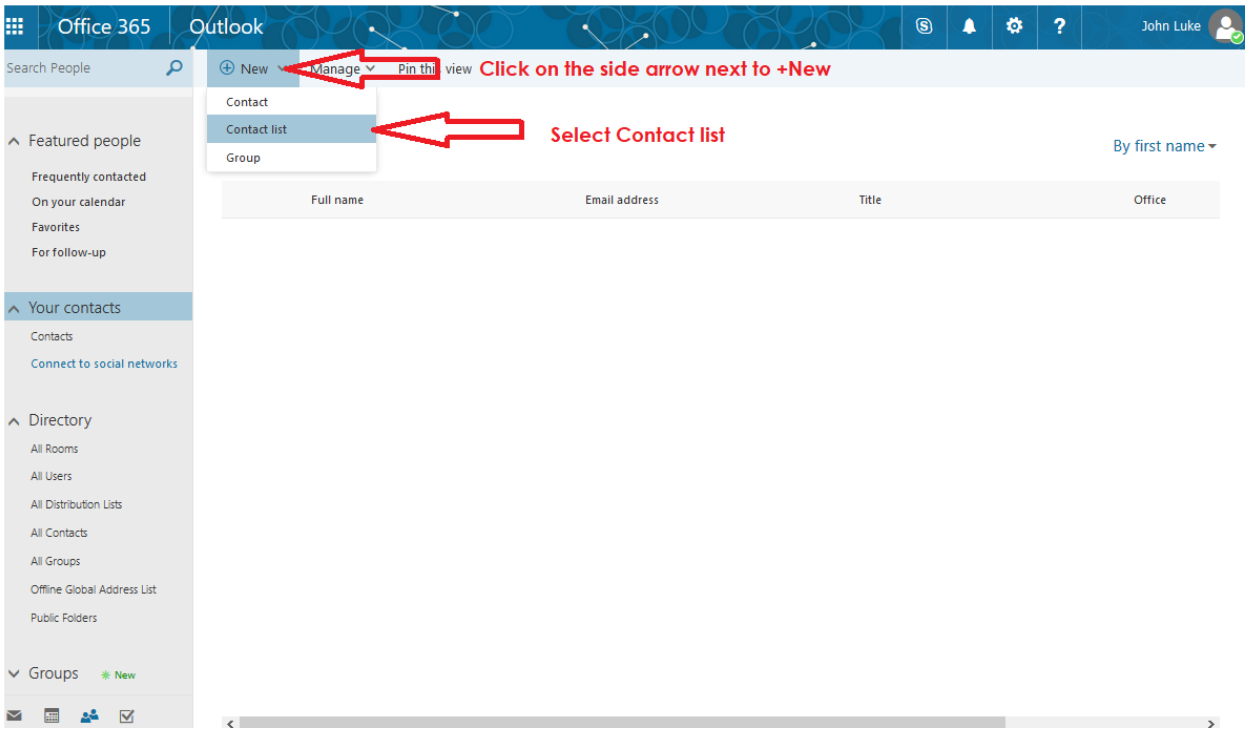
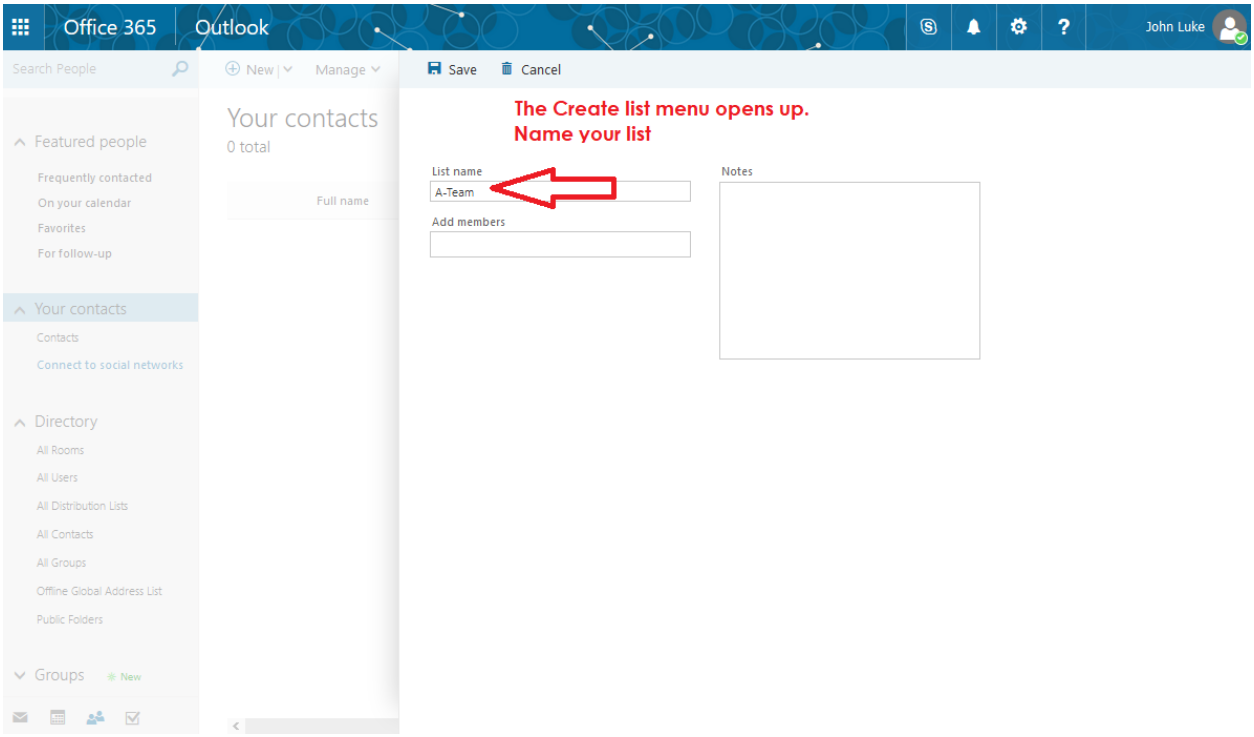
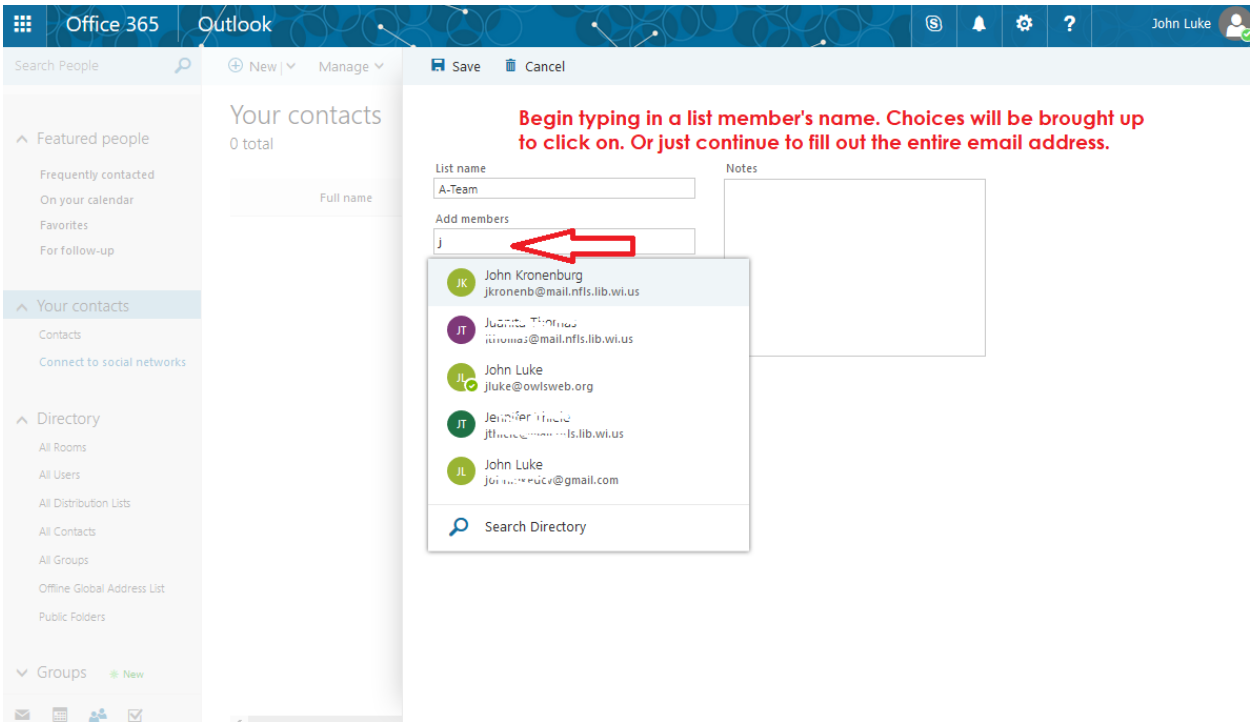
# Create a Contact List (web version of Outlook)




Office 365
Outlook
John Luke
Search People
New
Manage
Save
Cancel
Your contacts
0 total
Full name
Featured people
Frequently contacted
On your calendar
Favorites
For follow-up
Your contacts
Contacts
Connect to social networks
Directory
All Rooms
All Users
All Distribution Lists
All Contacts
All Groups
Offline Global Address List
Public Folders
Groups
New
The Create list menu opens up.
Name your list
List name
A-Team
Add members
Notes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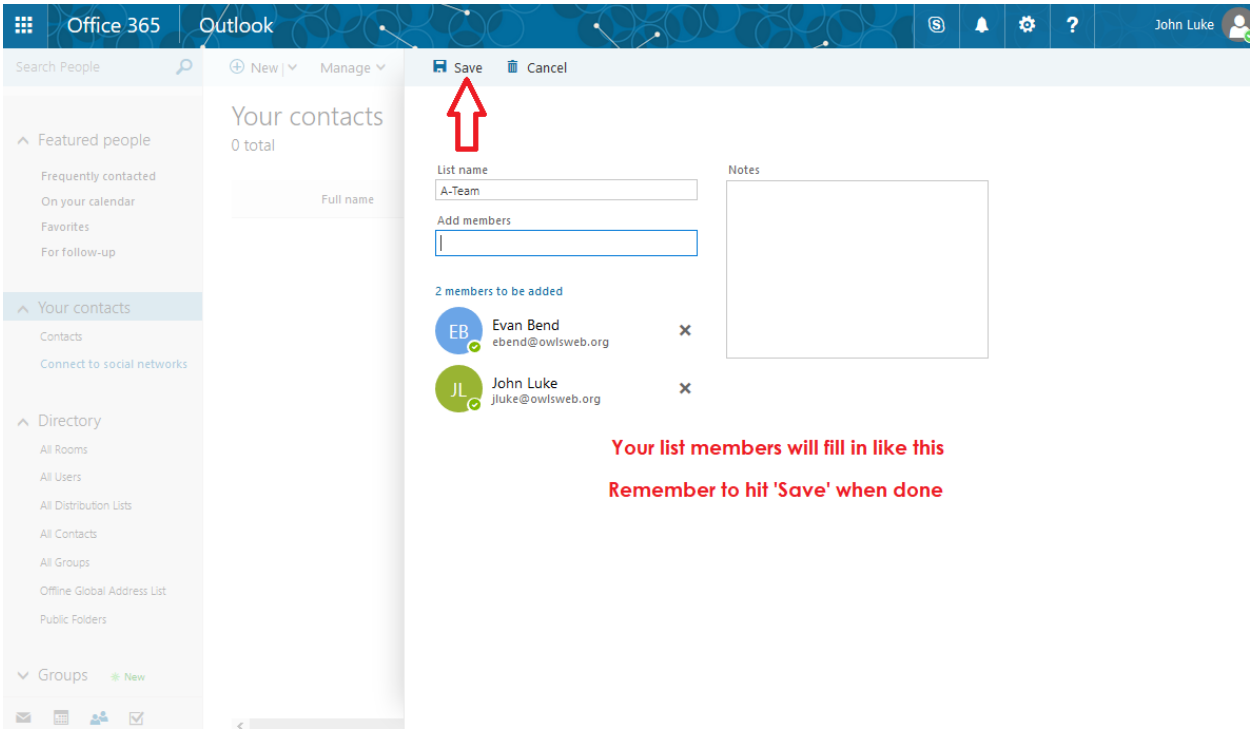
All Contacts
All Groups
Offline Global Address List
Public Folders
Groups
New
Begin typing in a list member's name. Choices will be brought up
to click on. Or just continue to fill out the entire email address.
List name
A-Team
Add members
j
Notes
John Kronenburg
jkronenb@mail.nfls.lib.wi.us
John Luke
jluke@owlsweb.org
John Luke
Search Directory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Full name
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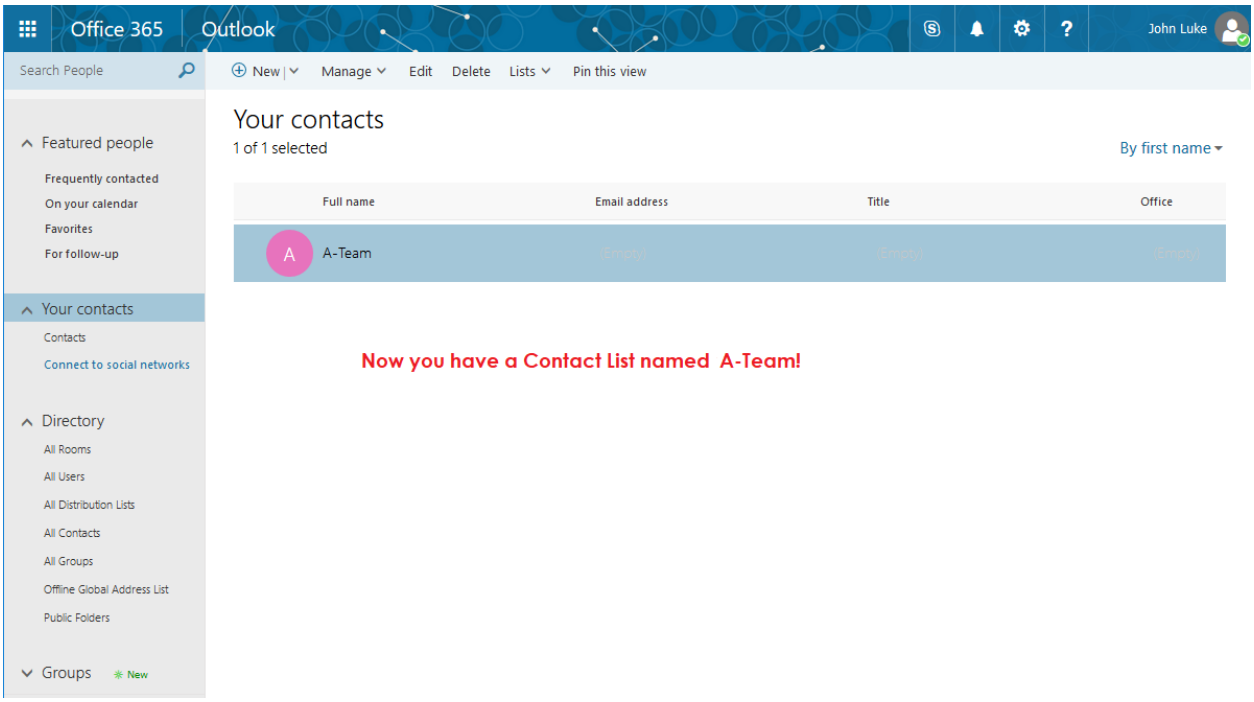
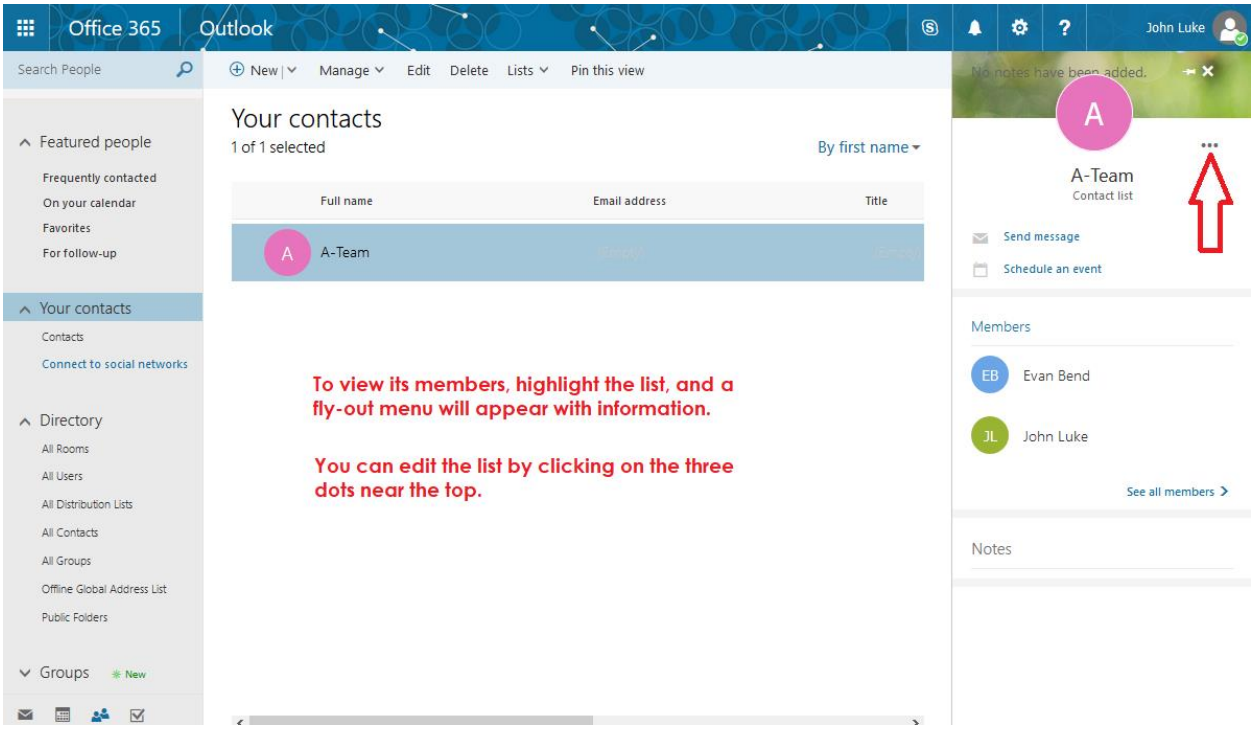
On your calendar
Favorites
For follow-up
Your contacts
Contacts
Connect to social networks
Directory
All Rooms
All Users
All Distribution Lists
All Contacts
All Groups
Offline Global Address List
Public Folders
Groups
New
List name
A-Team
Add members
2 members to be added
Evan Bend
ebend@owlsweb.org
John Luke
jluke@owlsweb.org
Notes
Your list members will fill in like this
Remember to hit 'Save' when done


Office 365
Outlook
John Luke
Search People
New
Manage
Edit
Delete
Lists
Pin this view
Your contacts
1 of 1 selected
By first name
Full name
Email address
Title
Office
A-Team
Featured people
Frequently contacted
On your calendar
Favorites
For follow-up
Your contacts
Contacts
Connect to social networks
Directory
All Rooms
All Users
All Distribution Lists
All Contacts
All Groups
Offline Global Address List
Public Folders
Groups
New
Now you have a Contact List named A-Team!


Office 365
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John Luke
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New
Manage
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Featured people
Frequently contacted
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For follow-up
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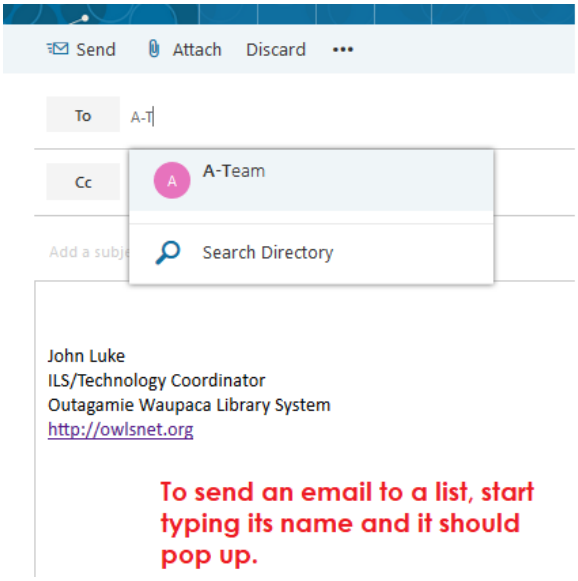
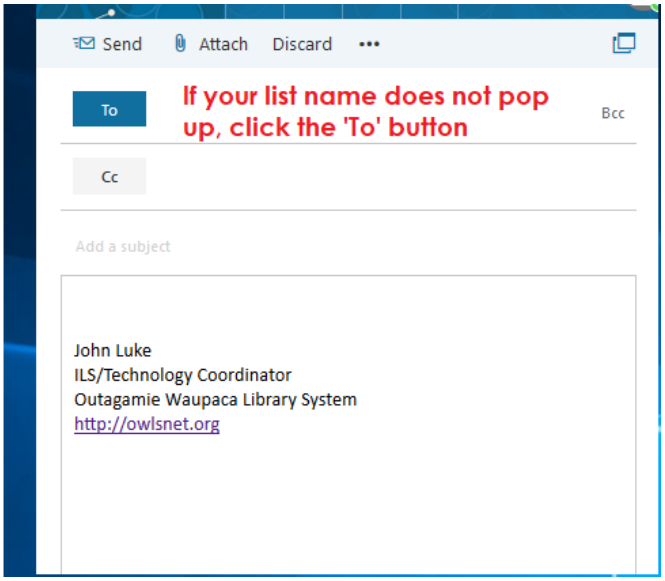
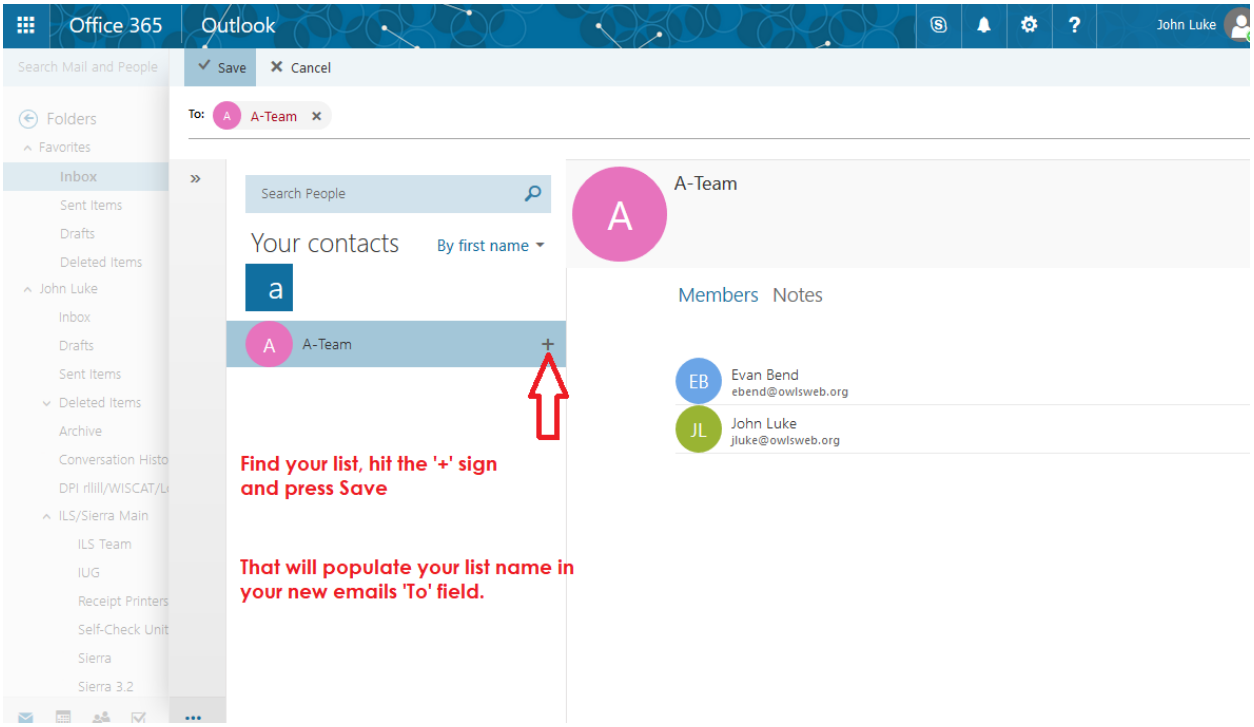
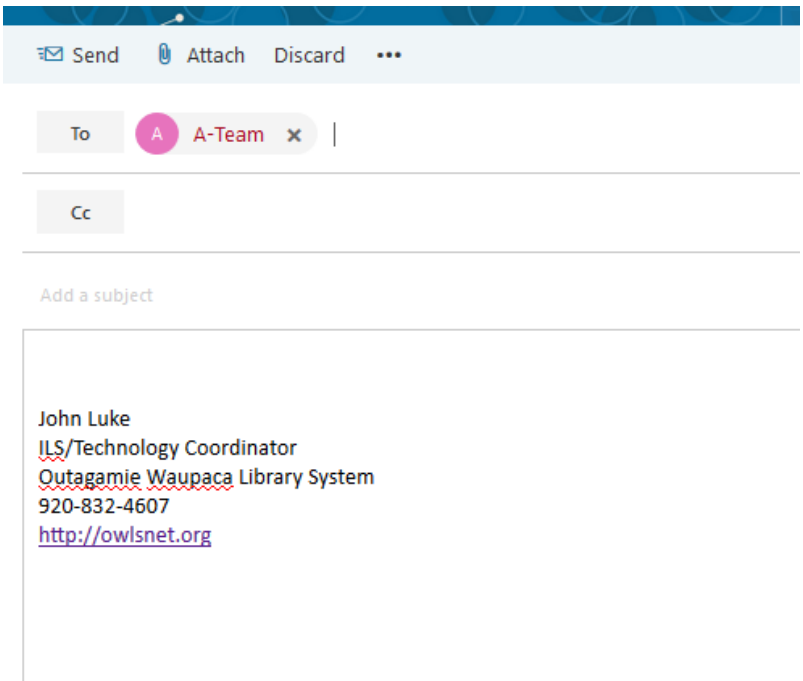
All Contacts
All Groups
Offline Global Address List
Public Folders
Groups
New
Your contacts
1 of 1 selected
By first name
Full name
Email address
Title
A-Team
To view its members, highlight the list, and a fly-out menu will appear with information.
You can edit the list by clicking on the three dots near the top.
No notes have been added.
A
A-Team
Contact list
Send message
Schedule an event
Members
EB
Evan Bend
JL
John Luke
See all members
Notes


Send
Attach
Discard
To
A-T
Cc
A-Team
Search Directory
John Luke
ILS/Technology Coordinator
Outagamie Waupaca Library System
http://owlsnet.org
To send an email to a list, start typing its name and it should pop up.


Send
Attach
Discard
To
If your list name does not pop up, click the 'To' button
Bcc
Cc
Add a subject
John Luke
ILS/Technology Coordinator
Outagamie Waupaca Library System
http://owlsnet.org


Office 365
Outlook
John Luke
Search Mail and People
Save
Cancel
To: A-Team
Folders
Favorites
Inbox
Sent Items
Drafts
Deleted Items
John Luke
Inbox
Drafts
Sent Items
Deleted Items
Archive
ILS/Sierra Main
ILS Team
IUG
Receipt Printers
Self-Check Unit
Sierra
Sierra 3.2
Search People
Your contacts
By first name
a
A-Team
A-Team
Members
Notes
Evan Bend
ebend@owlsweb.org
John Luke
jluke@owlsweb.org
Find your list, hit the '+' sign and press Save
That will populate your list name in your new emails 'To' field.


Send
Attach
Discard
To
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Cc
Add a subject
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920-832-4607
http://owlsnet.org