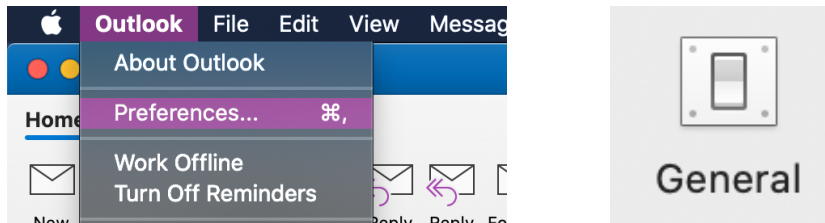


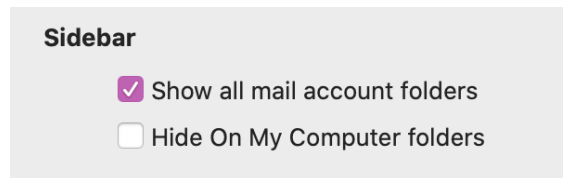
How to Create Email Groups in the Outlook App & Online

Outlook App

1. Make sure your preferences in Outlook are set to show all folders. Select Outlook, then Preferences. From the Preferences window, select General.



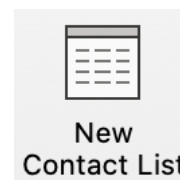
2. “Hide On My Computer Folders” should be **unchecked**. Once complete, close the Settings window.



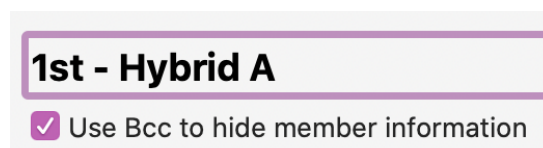
3. Select the “People” icon on the bottom left of the Outlook window.



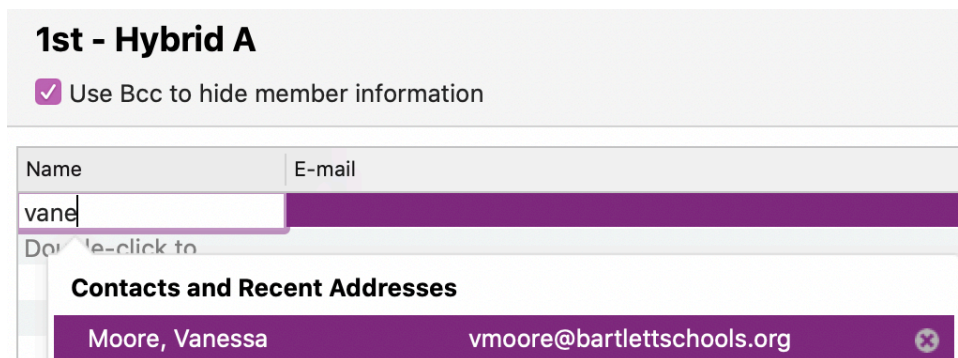
4. On the top left of Outlook window, select “New Contact List.”



5. A new window will open for you to create your contact list. Name your list. You may want multiple lists for each class. Hybrid A/B and virtual students. Select the box “Use BCC to hide member information” so you don’t accidentally share student email addresses.



6. To add contacts, double click on the top cell below in the name column and begin typing the name of a contact you want to add. Select the correct person from the pop-up menu.



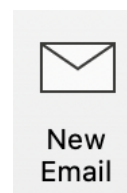
7. When you are finished adding contacts, click "Save & Close."



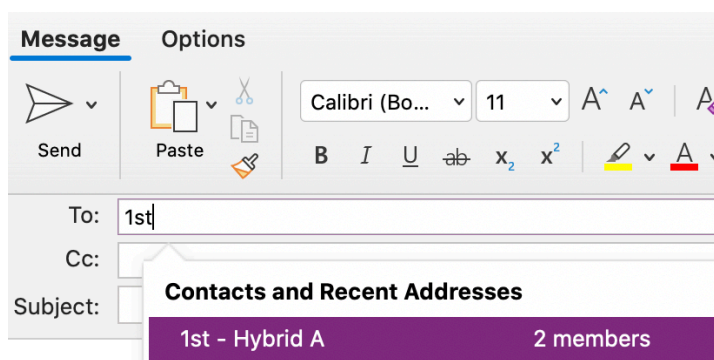
8. To send an email to your new group, click on the mail icon on the bottom of the Outlook window.



9. On the top left of Outlook window, select "New Mail."



10. To send an email using a contact list, begin typing the name of the group you want to send an email to in the To: field. Select the correct list from the the drop-down.

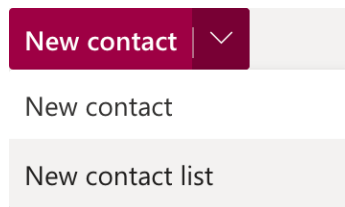


Outlook Online (using Safari, Chrome, or Firefox)

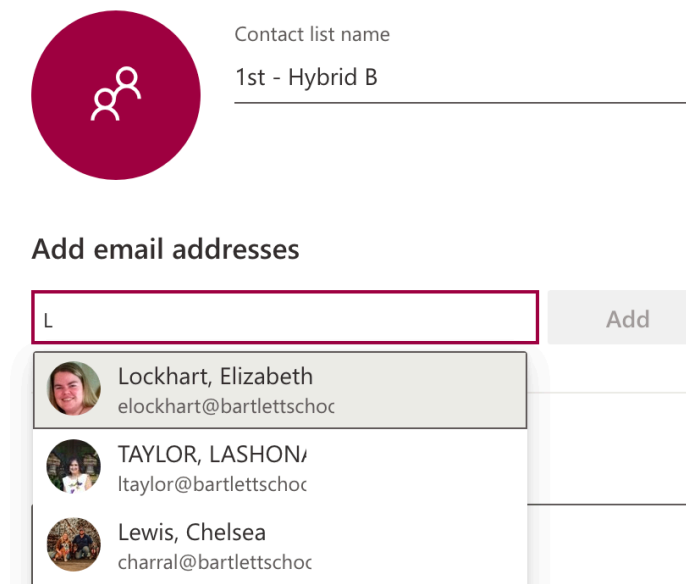
1. When logged into your email online, select the “People” icon on the bottom left of the window.



2. Directly underneath the Outlook heading, click on the arrow next to “New contact” and select “New contact list.”



3. A window will appear for you to name and add contacts to your list. You may want multiple lists for each class. Hybrid A/B and virtual students. Add contacts by typing their name in the email box and select the correct person from the dropdown.

A form for creating a contact list. It features a circular profile picture placeholder with a red background and a white people icon. To its right is a text field labeled "Contact list name" containing "1st - Hybrid B". Below this is a section titled "Add email addresses" with a search box containing the letter "L" and an "Add" button. A dropdown menu shows three contact suggestions: "Lockhart, Elizabeth" (elockhart@bartlettschoc), "TAYLOR, LASHON" (ltaylor@bartlettschoc), and "Lewis, Chelsea" (charral@bartlettschoc).

4. Once you have added everyone, click “Create.”



5. To send an email to your new group, select the mail icon on the bottom left of the window.



6. Select “New message.”

New message

7. Be sure to put the contact list in the BCC: (blind carbon copy) field so that you don’t accidentally give away student email addresses. Begin typing the list name and then select the correct list from the dropdown menu.

To

Cc

Bcc 1s

Add a subject **1B** 1st - Hybrid B