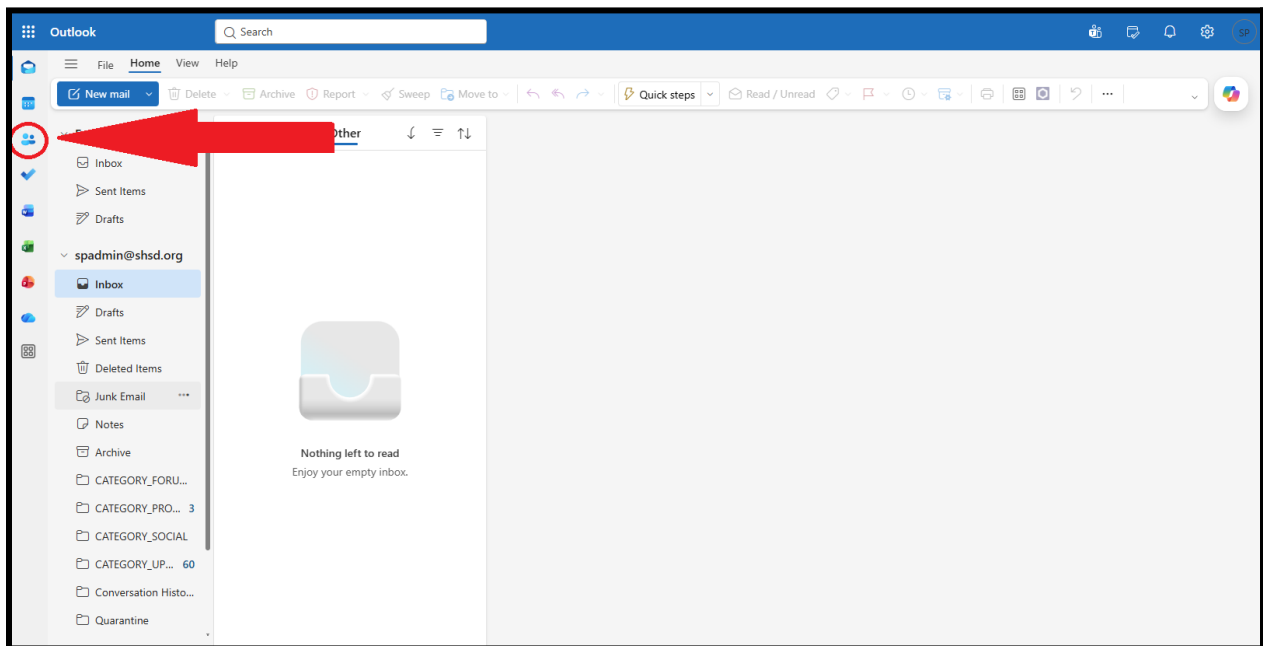


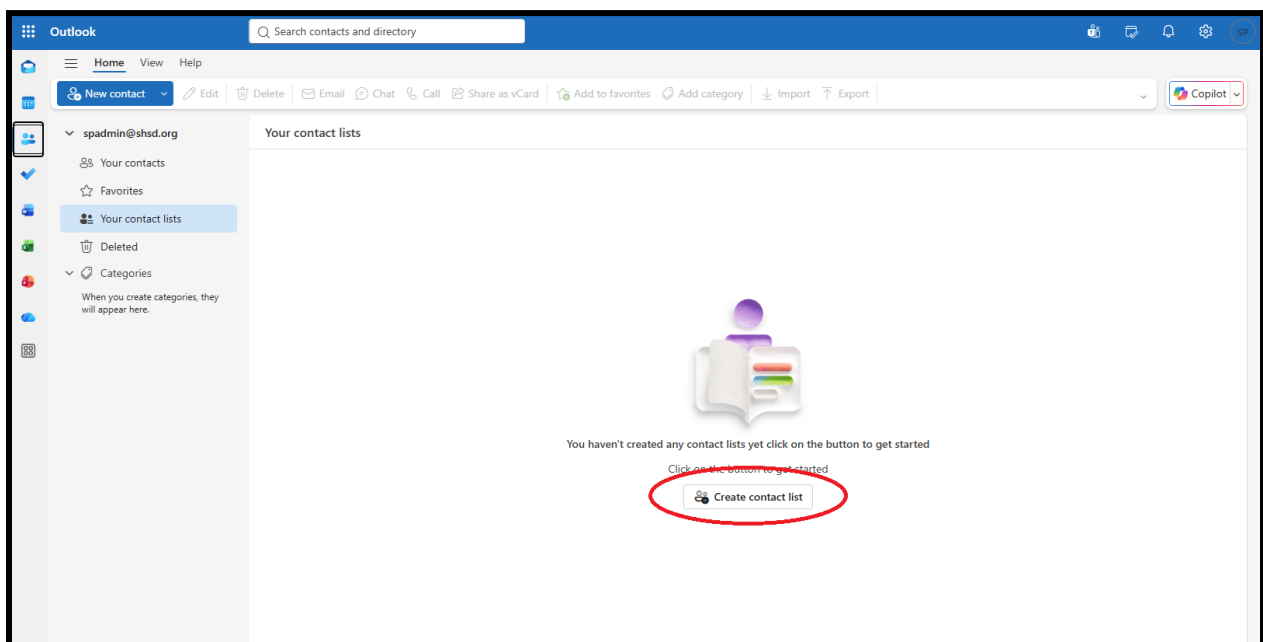
Making Contact Lists in Outlook

Similar to the large school-wide distribution groups that we use, you can also make your own smaller **Contact Lists/Groups**. Instead of typing out each email individually, you can choose the group and it will send the email out to everyone you have added to that group. These groups are **private** and can only be seen and edited by **you**.

1. With Outlook open, please click on the **People** button on the tab to the left.



2. This will bring you to the **Contacts** page. Please make sure you are in **Your contact lists** on the left bar. To begin making the list, please click on the **Create contact list** button.



- Once you click on the **Create contact list** button, you should see a popup window titled **New contact list**. Type the name of the list (i.e. “1st Grade Teachers”, “English Teachers”, or “BHS Coaches”) in the top text box. The people you want to contact in the group you enter in the bottom text box.

New contact list

You can email everyone in a contact list at the same time. Your contact lists are private and visible only to you.

Contact list name *

Type contact list name

Description

Add a description

Add recipients *

Type a name or an email address + Add

Cancel Create

- If you type in the name of someone within the district, it will pop up with suggestions. Simply clicking on the suggestion box will add them to the list.

New contact list

You can email everyone in a contact list at the same time. Your contact lists are private and visible only to you.

Contact list name *

Demo

Description

Add a description

Add recipients *

connor flynn Clear + Add

- FC Flynn Connor
cf2admin@shsd.org
- FC Flynn Connor
cflynn2@shsd.org

Cancel Create

5. These contact lists will also work with external emails, and you have the option of just typing the email address into the text box. If you do so, you need to click the **Add** button once you finish typing the email address.

New contact list

You can email everyone in a contact list at the same time. Your contact lists are private and visible only to you.

Contact list name *
Demo

Description
Add a description

Add recipients *

asaez@shsd.org Clear + Add

FC Flynn Connor cflynn2@shsd.org X

Cancel Create

6. Once you have all the people you want in the list, simply click the **Create** button in the bottom right hand corner.

New contact list

You can email everyone in a contact list at the same time. Your contact lists are private and visible only to you.

Contact list name *
Demo

Description
Add a description

Add recipients *

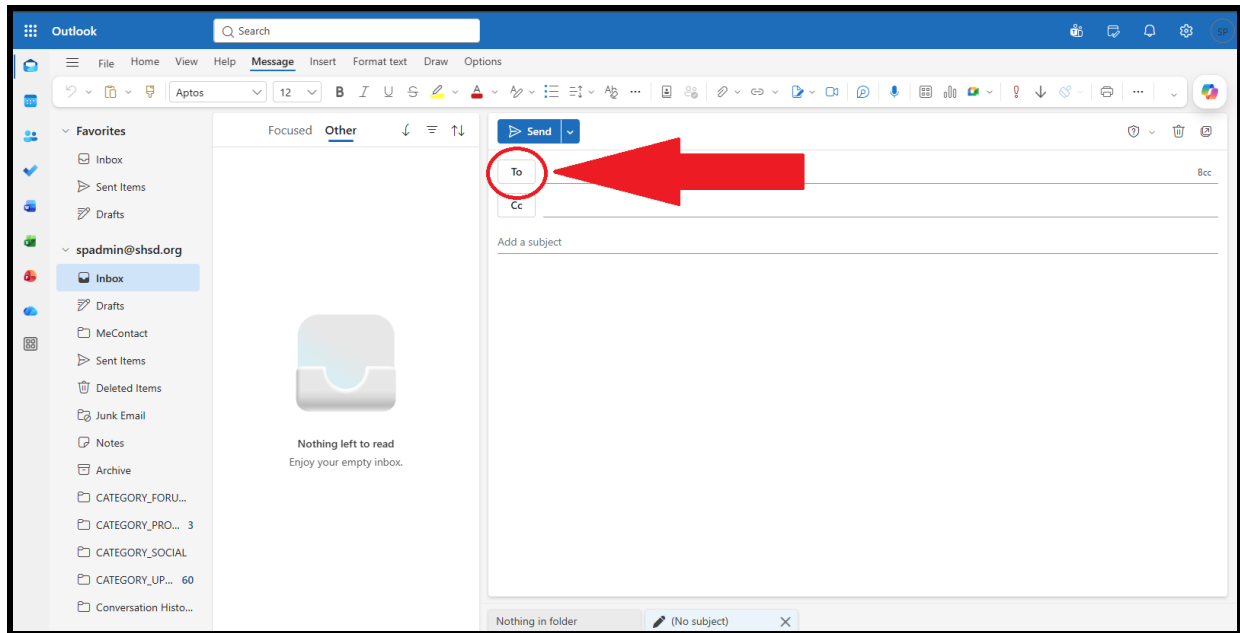
Type a name or an email address + Add

FC Flynn Connor cflynn2@shsd.org X

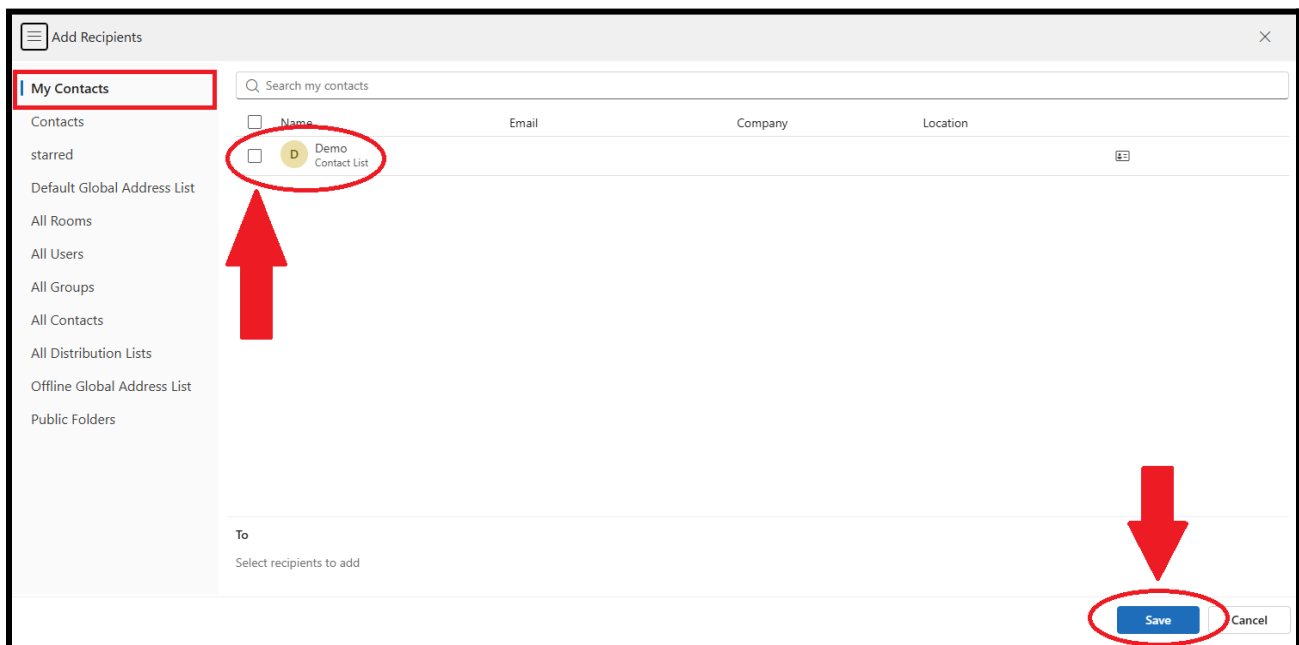
A asaez@shsd.org asaez@shsd.org X

Cancel Create

7. Once the contact list is created, if you want to send an email to that list, click on the **To** button in the email draft page as shown below.



8. It should be open to **My Contacts** by default. However, if it is not, please click on **My Contacts** on the left side of the pop-up window. In that page you will see all of your contacts. Here you can search for the name of the list you want to send to. **Click on the box to the left of the contact list name** in order to choose that specific list, and click on the **Save** button on the bottom right hand corner.



9. Now, in the recipient list on the email draft, the name of the list you choose will be there, and it will send the email to all of the members of that list.

Send

To

+

Demo

×

Cc

Add a subject