

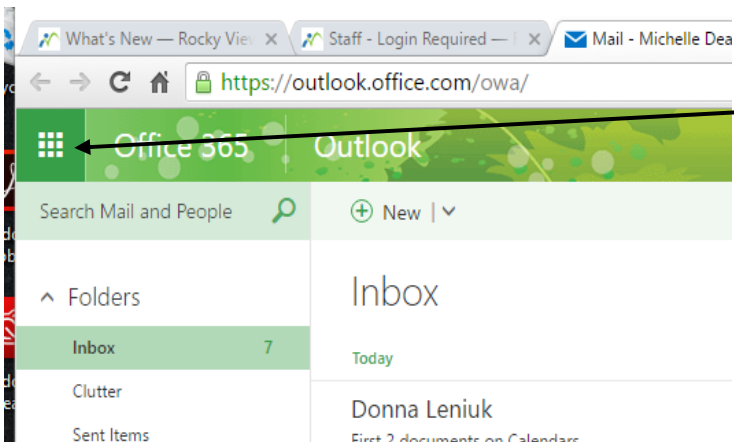
## WebMail – Contact Lists (Distribution Lists)

A Contact List, also known as a distribution list, is a grouping of e-mail addresses collected under one name. A message sent to a contact list goes to all recipients listed in the group. You can include contact lists in messages, meetings, and in other contact groups. This list is a personal distribution list made for your own use and you will need to make changes as required. This list shows up only in your own 'My Contacts' List. A Corporate Distribution List is made for your school 'All Staff'. This distribution list is distinguished by an icon of 2 people and will be bolded. These are maintained by the Technology Team

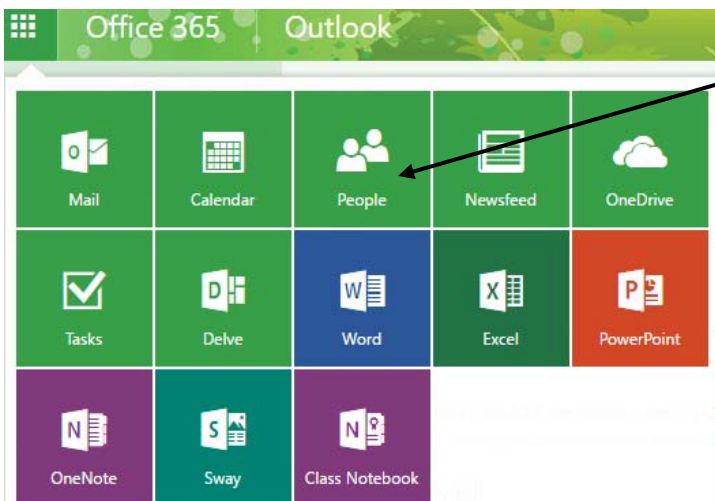
### Creating a Personal Contact List in WebMail



1. Go to the portal and click on the **Outlook WebMail Icon** and login

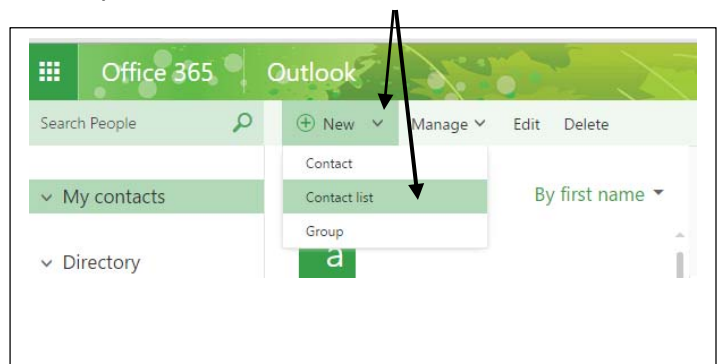


2. When your Outlook Mail opens, click on the **O365 Waffle** (App Box) in the top left corner.



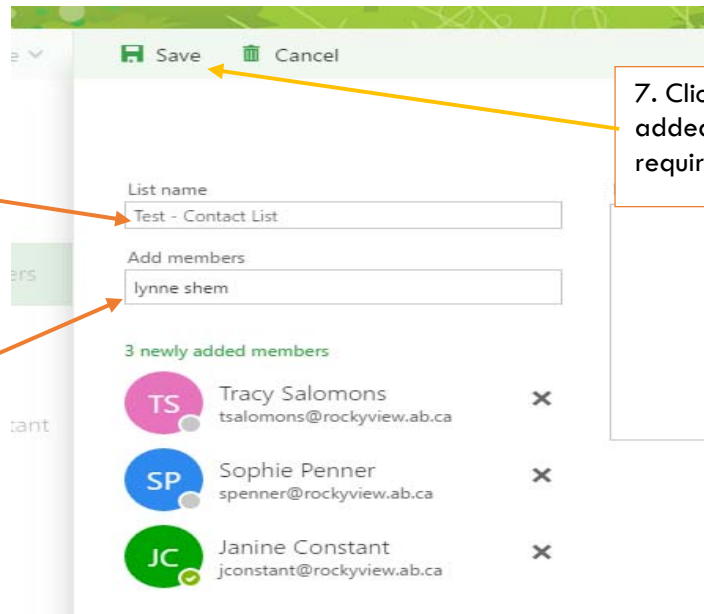
3. Select the **People Icon**

4. Click on **New Picketlist** when the People App opens and select **Contact List**



5. A window will pop up and you will enter your Contact List name in the **List Name box**, in this example, Test – Contact List. (Be sure to follow the Group Naming Policy at the start of this document)

6. In the **Add Members box**, add a name and select them of the picklist that comes up.



7. Click **Save** when you have added all of the people you require.

