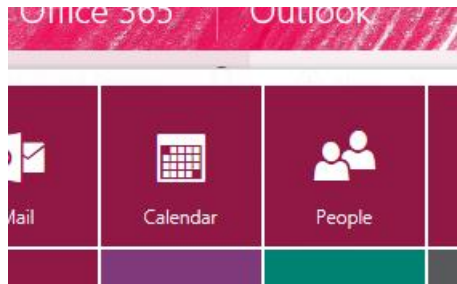


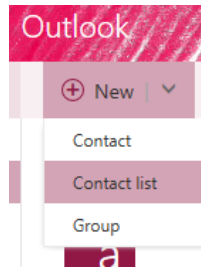
How to Create and Email Contact List.

When in the Outlook Web App and wanting to create your own **Email Contact LIST**, follow these steps below for guidance. For a visual of these steps, see the “Videos” app under your app launcher.

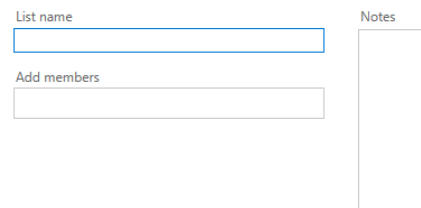
1. At the top left corner of the page, select the App Launcher  icon, and then select **People**,



2. Once on the **People** page, you will click the down arrow next to **New**. Then choose **Contact List**.



3. Then it will prompt you to name your **List** and **Add Members**.

A screenshot of the Outlook form for creating a contact list. It features three input fields: 'List name' at the top, 'Add members' in the middle, and 'Notes' on the right side. The 'List name' and 'Add members' fields are empty text boxes, while the 'Notes' field is a larger, vertical text area.

4. Then choose **Save** when completed.

