



Creating a Contact List in Office 365

It is useful to send an email message to a group of people, without entering each email address individually. Contact Lists are used for this purpose. This document illustrates how to set up a Contact List in Office 365.

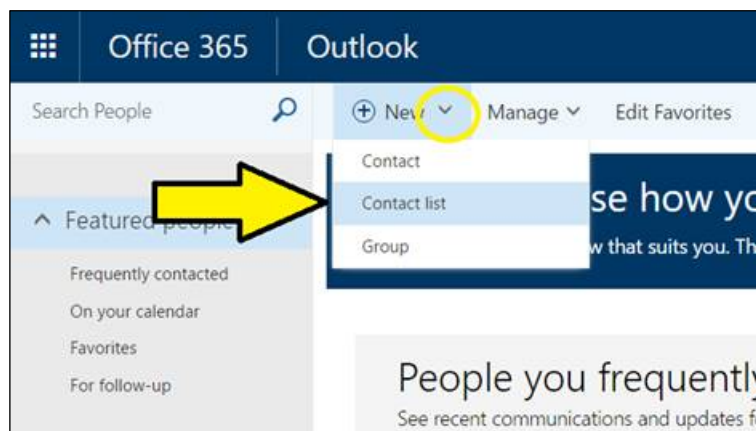
For assistance with this procedure, Faculty and Staff should contact the IT Service center at 508-999-8790 or email itscenter@umassd.edu, and Students should contact the student Help Desk at 508-999-8884, email itstudentcenter@umassd.edu, or visit the Library first floor Help Desk.

1. Open a web browser, and log into the myUMassD portal at <https://my.umassd.edu>.
2. From the Quicklaunch menu, select **Office 365**, then log in again if necessary.
3. On the Office 365 page, click the **People** button.

If you are already reading your mail, you can click the People icon on the bottom left of your Outlook page, which is to the right of the Calendar icon

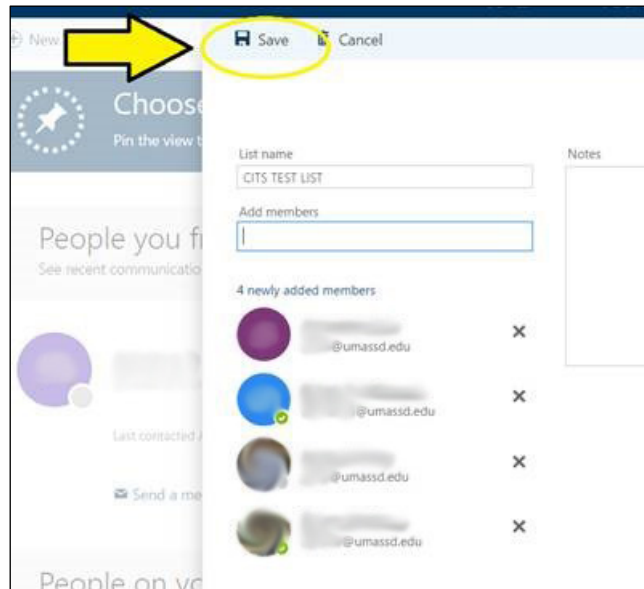


4. On the top left of People page, you see a button labeled **New** with a drop down icon to the right of it. Click on the drop down icon and from the resulting menu that appears, click on **Contact List**.





5. A list editing pane opens on the right side of the page. Enter a name for your new list into the field provided.
6. Select the people you would like to include on the list. Begin typing the name of a person into the **Add members** field, then click on their address when it appears in the autocomplete pop-up list. You must add people one at a time.



People who are on the list appear below the Add members field. Click the **X** to the right of a name to remove them from the list.

Be sure to save the list by clicking **Save** on the top left of the editing pane when you're done.

7. To use the new list for the first time, create a new message, and click the **To** button at the top. Your Contacts are displayed. Scroll or search for the desired list. Then click the plus (+) button to the right of the list name to add it to the To field. Click the **Save** button to exit your contacts and write your message.

