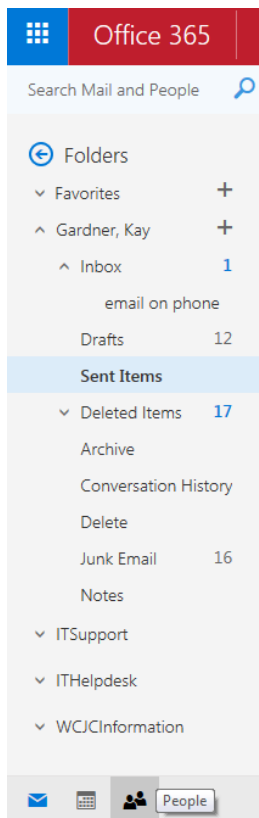




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How to Create An Email List in Outlook 365

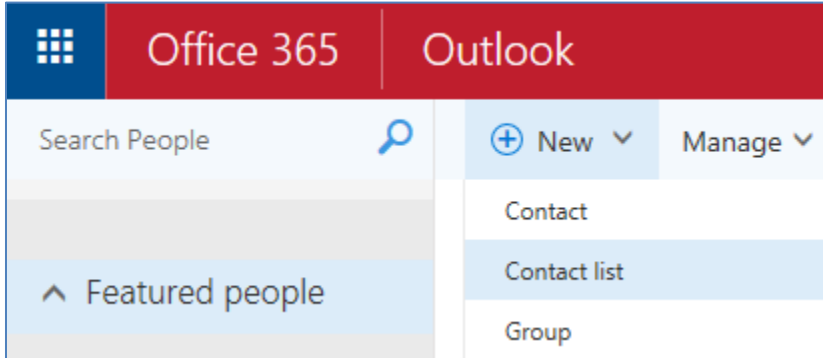
1. Login to Outlook 365
2. Go to “Contacts” by clicking “People” icon at the bottom of the navigation pane.



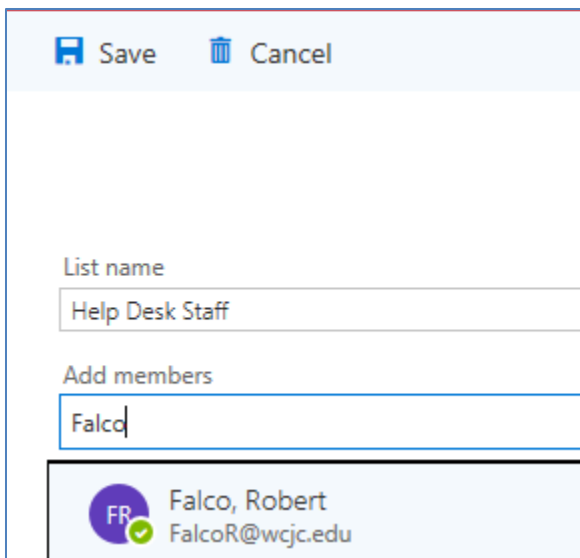


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3. Click the down arrow to the right of “New” and select “Contact list”



4. Name the new Contact List; enter the name for the list. Add the names of the members.



5. Click “Save”

