How to send to a Contact Group

Instructions

Full Summary
You can easily create contact groups (formerly called a “distribution list”) within your new O365 account.

Note: This is called a ‘contact list’ in some versions of outlook and ‘contact group’ in other places, so be prepared for both. Additionally, this is NOT the same as ‘Groups’. Groups is a separate function in Outlook that is currently disabled. Unfortunately, Outlook can’t automatically create a contact group from a list of contacts in Excel.

Send Mail to a Contact List – Specific Step – by – Steps:
1. After creating a contact list, Select the Mail app
2. Click New icon to compose a new message, F2
3. Click To button to select the recipient, F2
4. Find Contact List you wish to send mail to.
   a. You can click the dropdown arrow next to ‘Your Contacts’ to display only your contact lists if necessary:
   b. Click + sign on the list to add it to the message. This will add it to the ‘To’ field, F3
5. If necessary, click the + sign on the list in the ‘To’ field to expand the list to see each member where you can remove individuals from the specific message you send.

For additional help, please call 314-977-4000 to speak with the IT Helpdesk.