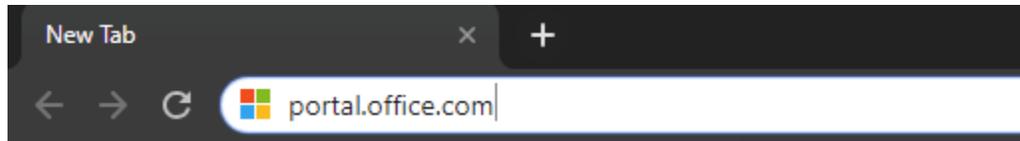


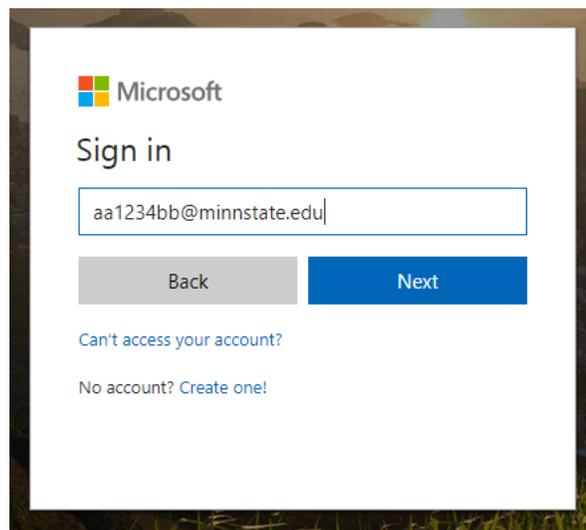
Creating a personal contact list in Outlook

Office 365 Online

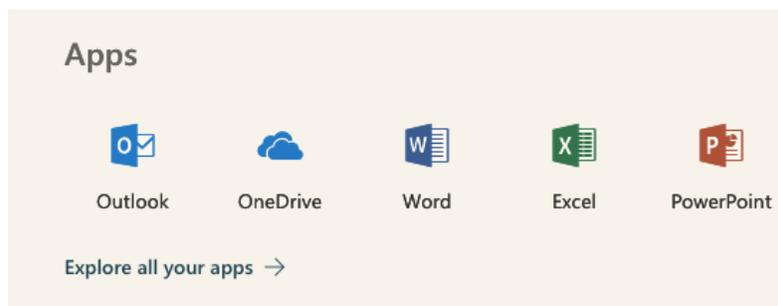
1. Go to portal.office.com to sign in to Office 365



2. This will take you to the login page. Enter your email address into the field. i.e. yourstarid@minnstate.edu. Click **Next** and then enter in your StarID password.



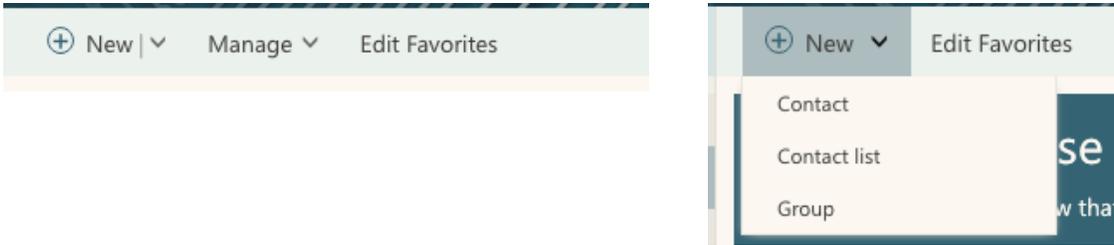
3. From the Office 365 home screen, click on **Outlook** from the list of online applications.



4. From your Outlook Inbox, locate and click on the contacts symbol towards the bottom left.



5. Click the arrow next to **New** at the top of the screen and select **Contacts list**.



6. In the **List name** box enter the title of how you would like to reference your contact list. Then start adding the names of the people you want to be part of the list into the **Add members** box. You may have to search by last name. After you have added all the info necessary click the **Save** option in the top left.

A screenshot of a form for creating a contact list. The form has a light green header bar with a blue arrow pointing to a 'Save' button (with a floppy disk icon) and a 'Cancel' button (with a trash can icon). Below the header, there are three main sections: 'List name' with a text input field, 'Add members' with a text input field, and 'Notes' with a large text area. A blue arrow points from the 'Save' button to the 'List name' field.

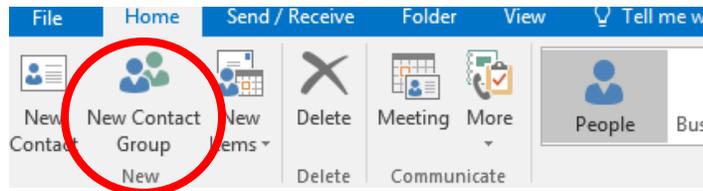
When you create your new message you will type in the new title of your personal contacts list in the **To:** field.

Outlook desktop client

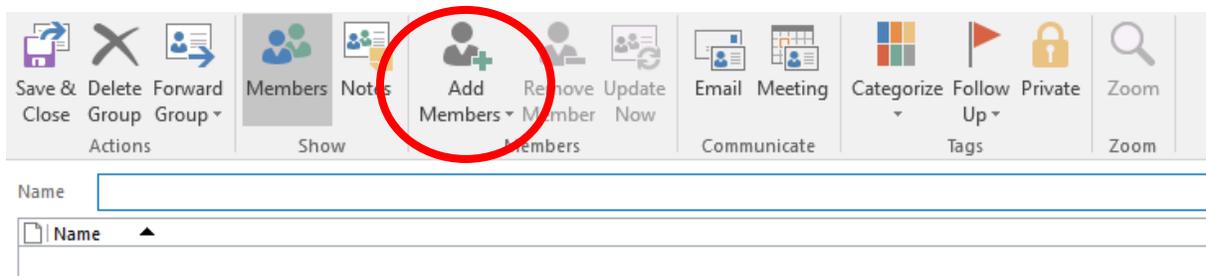
1. Open Outlook on your computer and click on the 'people' contacts icon in the bottom left.



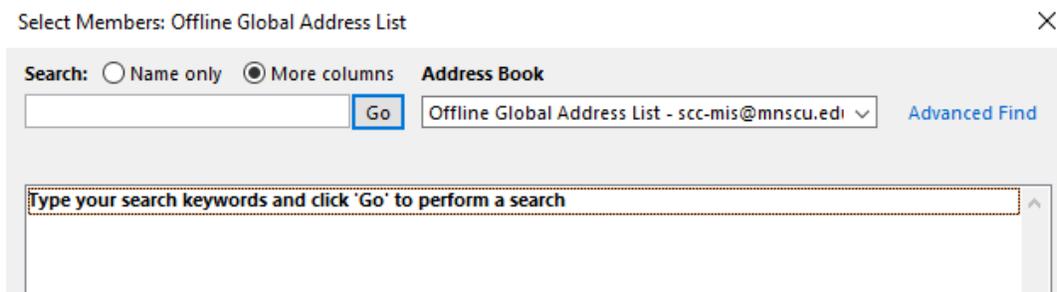
2. From the Home ribbon at the top, choose the **New Contact Group** option.



3. A new window will open to start creating your personal contact list. Name your list and then click **Add Members** at the top and choose **From Address Book**.

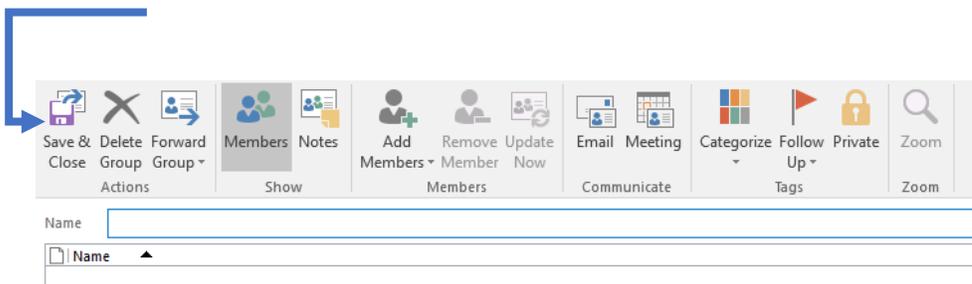


4. In the address book, search by name for the individuals that you would like to add to the list and double-click on the correct person. Be sure to scroll to the right if needed to match the email address in the case of multiple search results.



5. Click **OK** in the bottom after you've added your list members from the address book.

6. Click **Save & Close** from the home ribbon.



When you create your new message you will type in the new title of you contacts list in the **To:** field.