TECHCOACHES TOOLBOX

HOW TO CREATE A CONTACT LIST IN MICROSOFT OUTLOOK

1

On a computer, use your internet browser to visit the website **www.outlook.live.com**

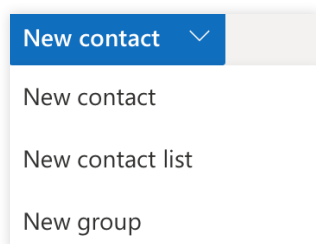If requested, sign into your Microsoft account.

2

Click on the **People** icon located in the lower left corner.

3

Click on the down facing arrow beside **New Contact** located in the upper left corner. Click **New Contact List.**

New contact ⌄
- New contact
- New contact list
- New group

4

Provide a contact list name.

Contact list name

5

Start typing the name of a contact, when visible in the drop-down list, click on it or type their email address select **Add.**

Add email addresses

Type a name or an email address | Add

▼ *Almost there!*

6

Your newly created contact list will be found in **All Contacts lists** located on the left side.

👥 All contact lists

7

To edit or add to a contact list, click on the coloured circle to the left of list name to make a check mark appear.

SL SAMPLE LIST
Contact list

▼

✓ SAMPLE LIST
Contact list

Then, click on **Edit** near the top.

✏ Edit

8

Make any necessary changes, click **Save.**

Save

You're all set. Time to compose your first email!

TECHCOACHES
TOOLBOX

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