Create a Contact List (web version of Outlook)

Then, select Your contacts. There may or may not be anything displayed here depending on if you imported contacts from Thunderbird.

Go to the People icon on the bottom left.

Click on the side arrow next to +New and select Contact list.

Select Contact list.
The Create list menu opens up. Name your list.

Begin typing in a list member's name. Choices will be brought up to click on. Or just continue to fill out the entire email address.
Your list members will fill in like this:
Remember to hit 'Save' when done.

Now you have a Contact List named A-Team!
To view its members, highlight the list, and a fly-out menu will appear with information.

You can edit the list by clicking on the three dots near the top.

To send an email to a list, start typing its name and it should pop up.
Find your list, hit the ‘+’ sign and press Save

That will populate your list name in your new emails ‘To’ field.

Add a subject

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