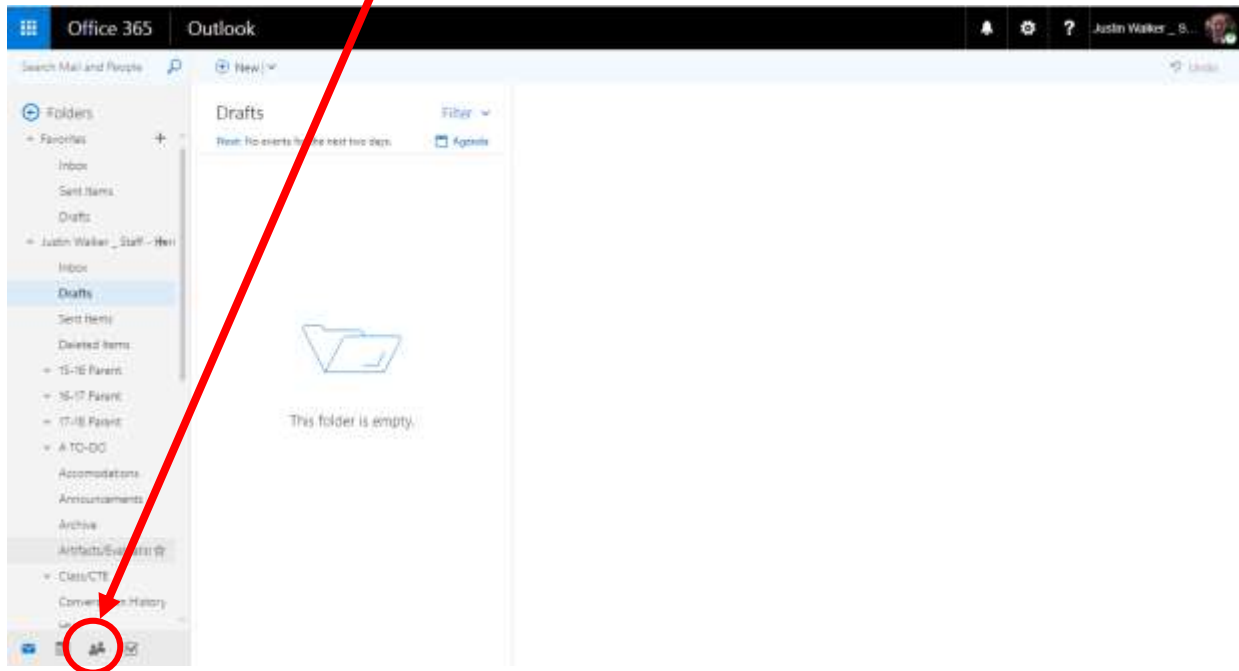
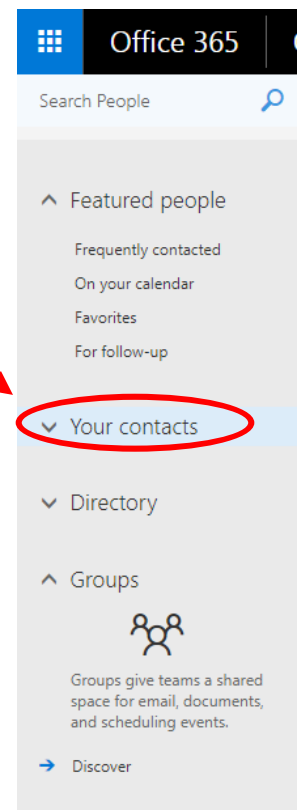


# Using Contact Groups in Outlook Web Email

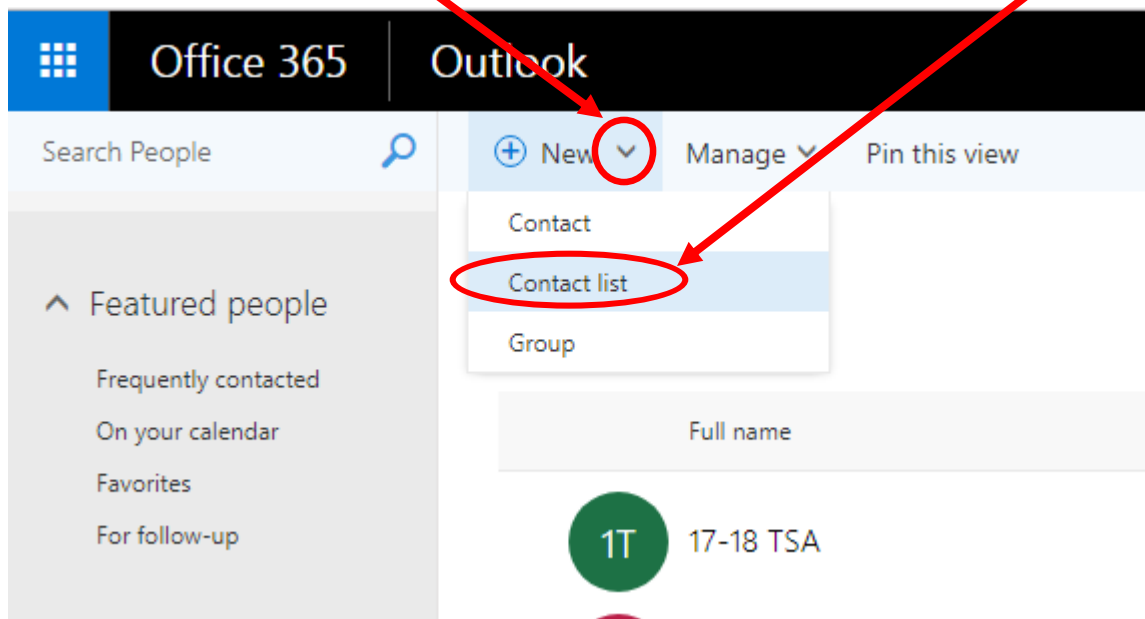
1. Log in to Outlook via the [Wake ID Portal](#).
2. Click on the “People” icon at the bottom left of your email screen.



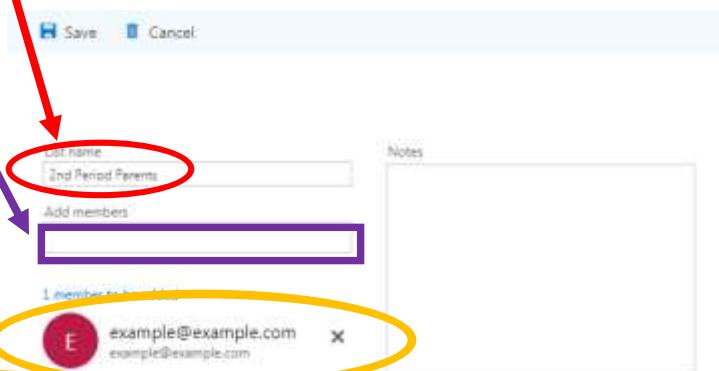
3. Click on “Your Contacts”.



4. You will then see a list of your contacts and any groups that you already have. If you had mailing lists (groups) set up in Lotus Notes, they should have transferred over. To create a new mailing group in Outlook you will create a “Contact List.” They are not called Groups in Outlook. To create a new Contact List, click on the drop down arrow to the right of the “New” button, and click “Contact List.”

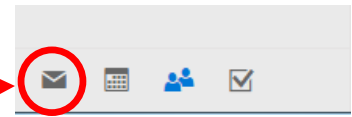


5. Give the Contact List a name (ex. 2<sup>nd</sup> Period Parents). Then, add email address one at a time. To save time, when you enter an email, press the enter key and the email will add to the list and the cursor will stay in the add members box. You will see the list

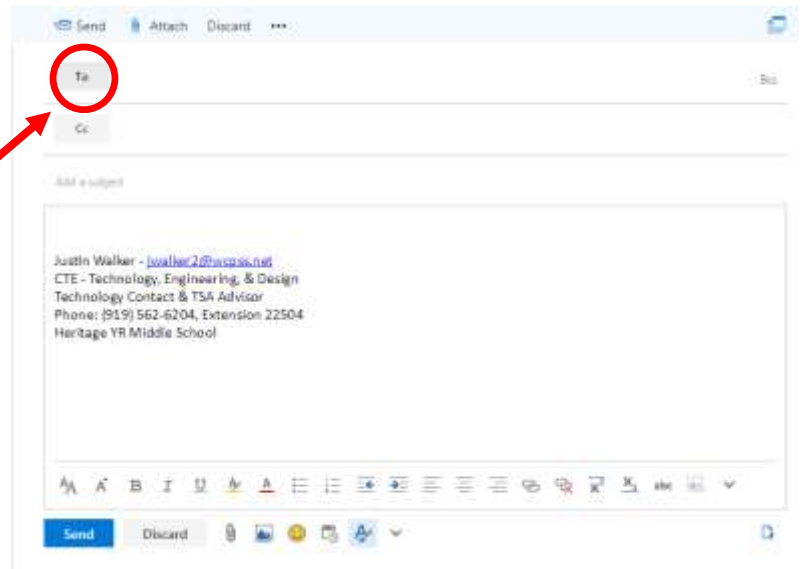


populate as you work. If you type the name of a WCPSS employee it will search the directory and give you the email address. Don't forget to click “Save”!

6. To go back to your inbox click the mail icon (bottom left).



7. To email your contact list, start a new email. In the message, click on the “To” button.



8. Your contact list will show up. Click the “+” symbol next to the contact list. You will see the Contact List add to the “To” field at the top. Click “Save” when finished and you will go back to the message box to type your email.

