

You can create a contact list in Office 365 from the Home Page, App launcher (waffle) or even from Outlook.

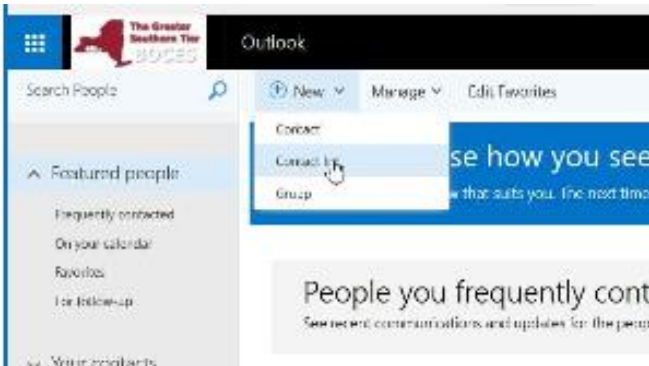
From Home Page or App Launcher: Click on the People App



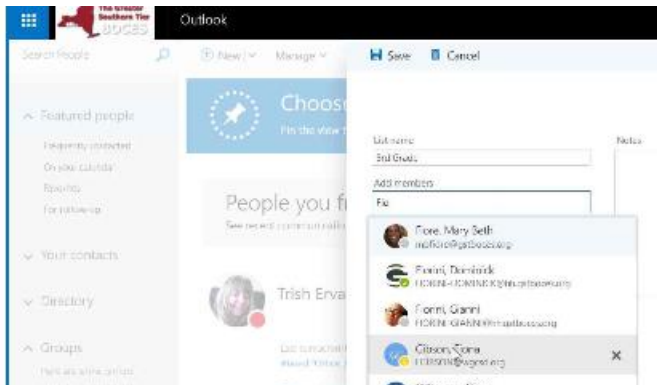
Click on the Down Arrow next to New



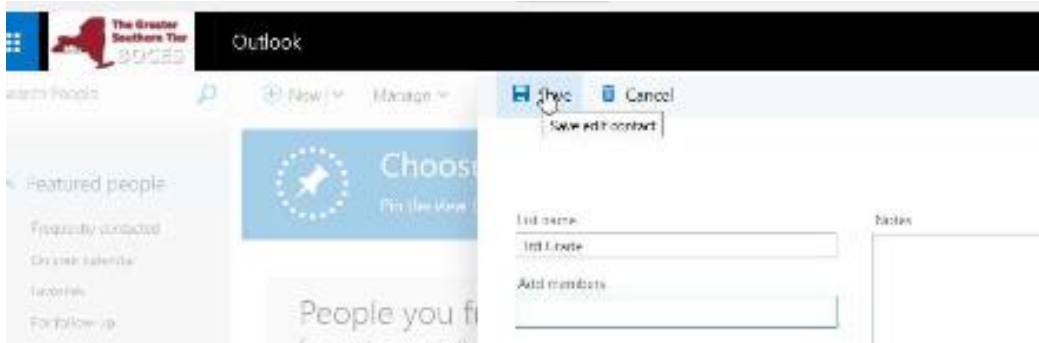
Click Contact List



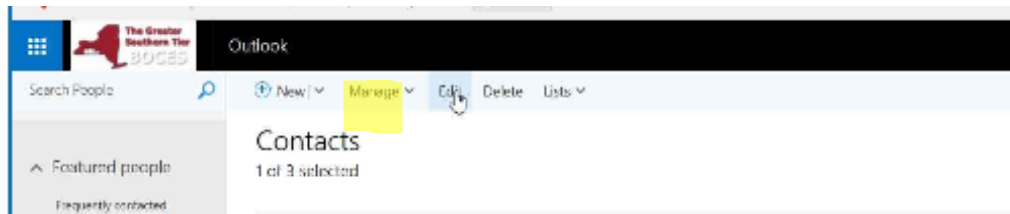
Type in a Name for your Contact List and then begin entering names of the people you would like added to the list.



Click Save Before you exit.



You can see you contacts and edit them also in the people application.



The very next email you may type in the name you gave your contact list.

