Contact Groups in Outlook

Create a Contact Group

Contact groups (formerly called a "distribution list") are used to send an email to multiple people—a project team, a committee, or even just a group of friends—without having to add each name to the To, Cc, or Bcc line individually.
For more detailed instructions from the Microsoft Support page, click this link.

Create, view and edit contacts and contact lists

People page in Outlook web app can be used to create, view, and edit contacts, contact lists, and groups. On this page you are able to create new contacts from scratch, or add someone as a contact from their profile card. Alternatively you can create a simple contact list for sending email to a group of people, or create groups for group-based collaboration.

To go to the People page, sign in to Outlook on the web and select the People icon blocked URL at the bottom of the page.

For more detailed instructions from the Microsoft Support page, click this link.

Related articles

- Out of Office Auto-Reply
- Adding From field to emails
- Setting Up Outlook
- Outlook Send from another email
- Contact Groups in Outlook