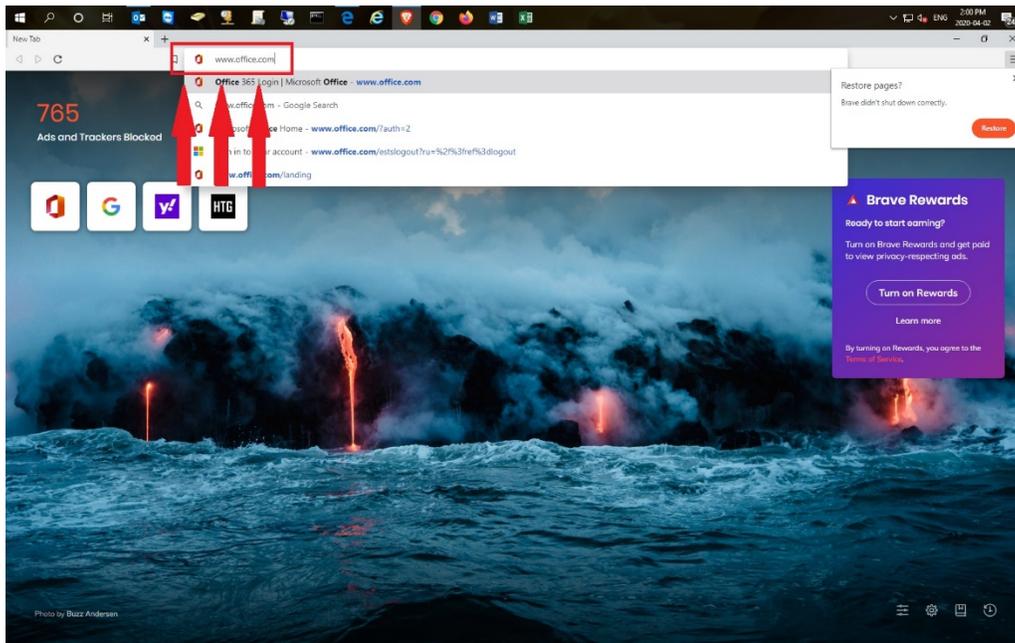


## How to Create Email Contact Lists

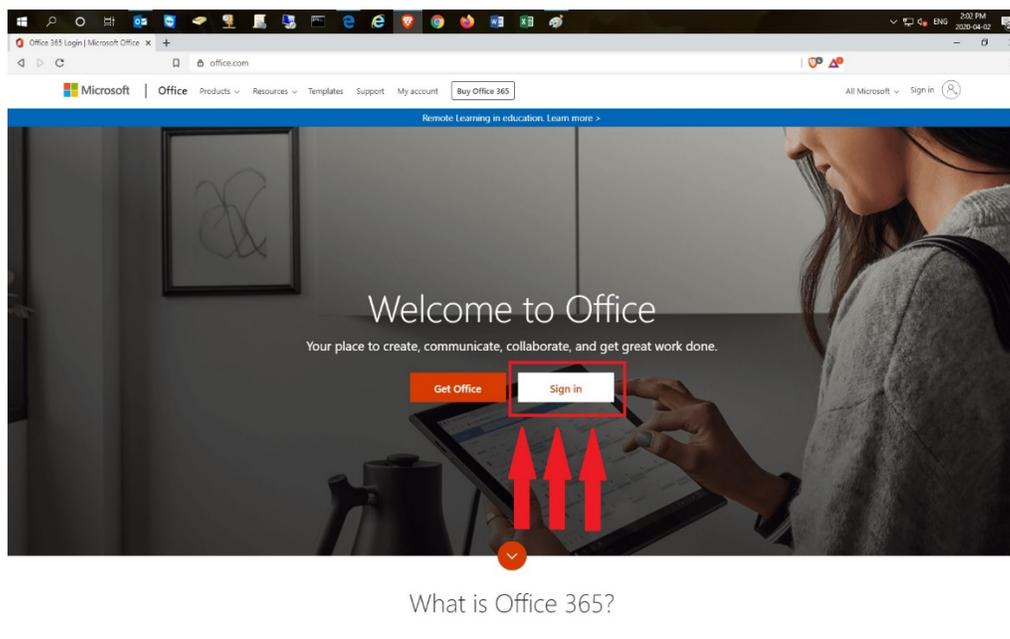
These instructions are to create an email contact list while using

**Outlook in Office 365 Online.**

Open up a browser (Internet Explorer, Google Chrome, Firefox...) and type:  
[www.office.com](http://www.office.com) in the address bar and press enter.



Next, sign into Office 365 by clicking on the "Sign In" button.



Type in your username. This will depend on how long you have been working for SD52.

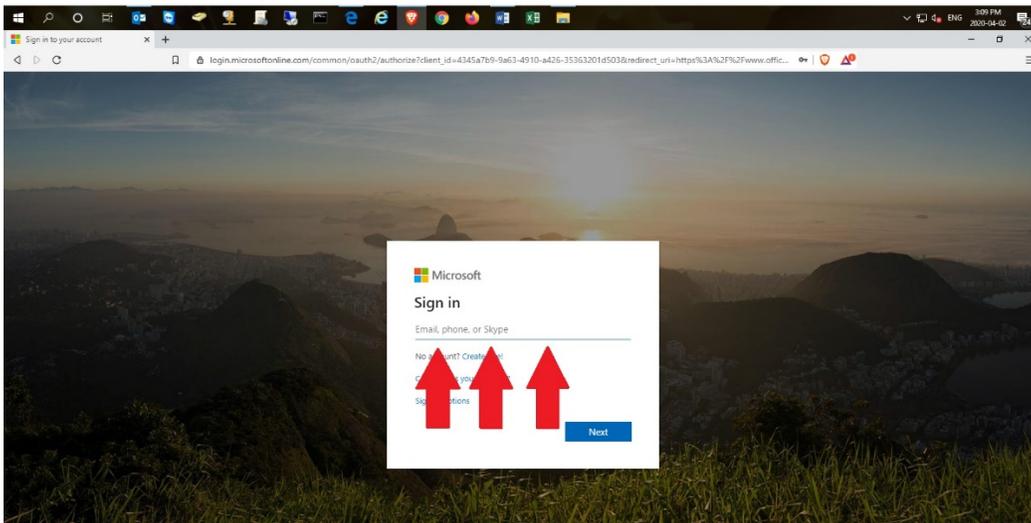
If you are relatively new (less than 2 years), your account will be [Firstname.Lastname@sd52.bc.ca](mailto:Firstname.Lastname@sd52.bc.ca). If you have been here for more than 2 years then it is likely that your username will be [FirstinitialLastname@sd52.bc.ca](mailto:FirstinitialLastname@sd52.bc.ca) (notice there is no dot "." in between).

Examples:

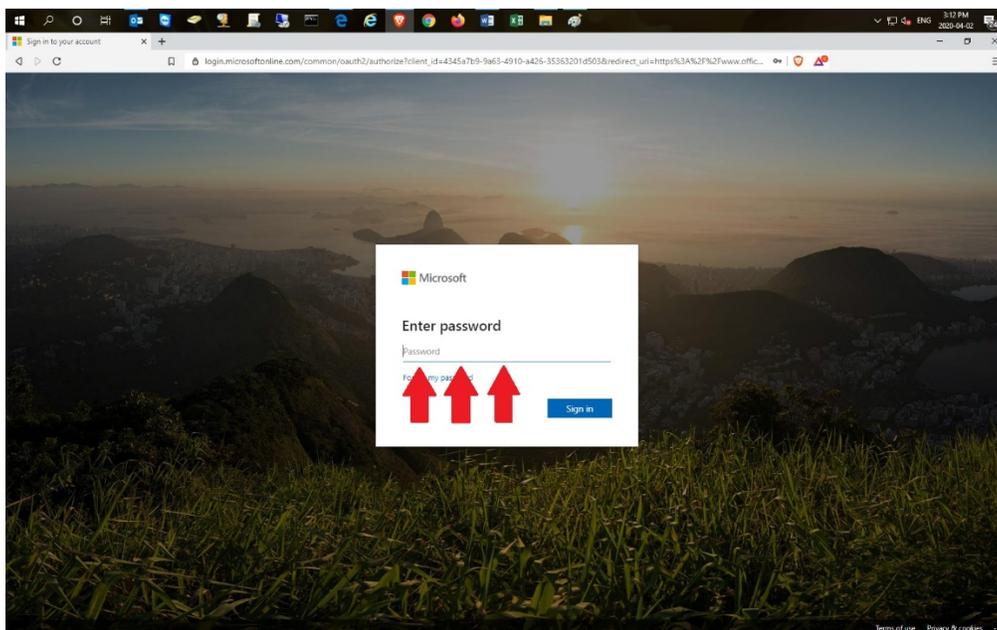
Less than 2 years = [John.Doe@sd52.bc.ca](mailto:John.Doe@sd52.bc.ca)

More than 2 years = [jdoe@sd52.bc.ca](mailto:jdoe@sd52.bc.ca)

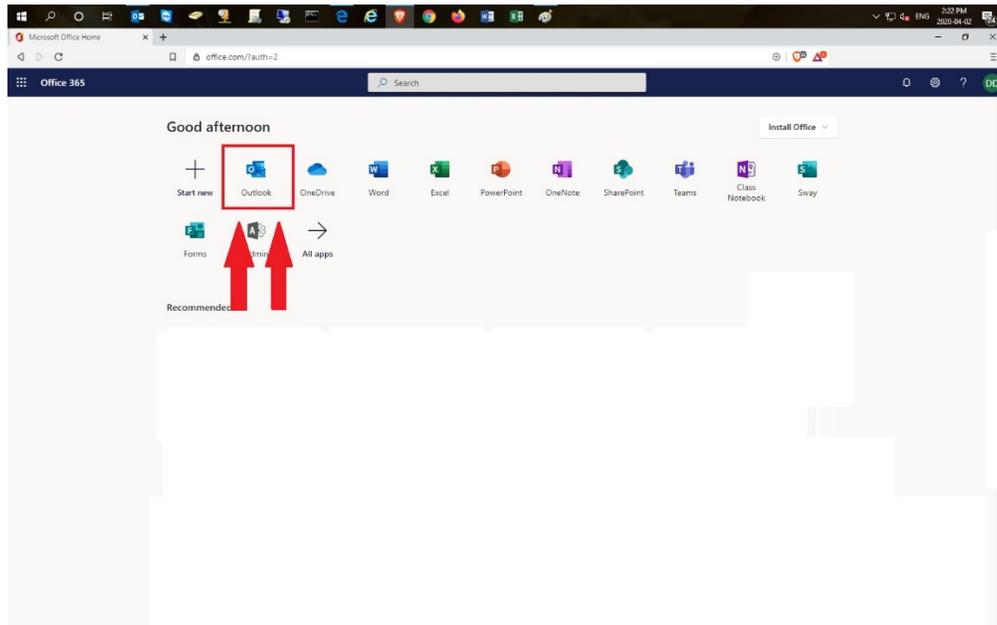
An easy way to figure what you should put is to take the username you use when logging into a computer in school. If you log in with (as previous example) John.Doe then you would put [John.Doe@sd52.bc.ca](mailto:John.Doe@sd52.bc.ca). If you log into your computer with jdoe, then you would put [jdoe@sd52.bc.ca](mailto:jdoe@sd52.bc.ca). If you are still unsure, please contact the IT Dept and we can let you know what you should be using.



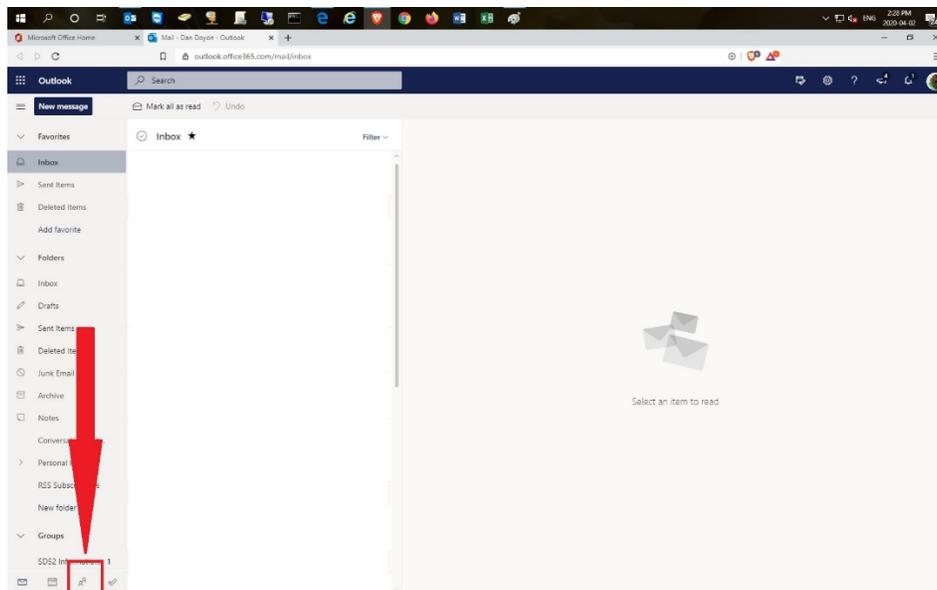
Now type in your password. Your password is the same one that you use when you log into your computer in school.



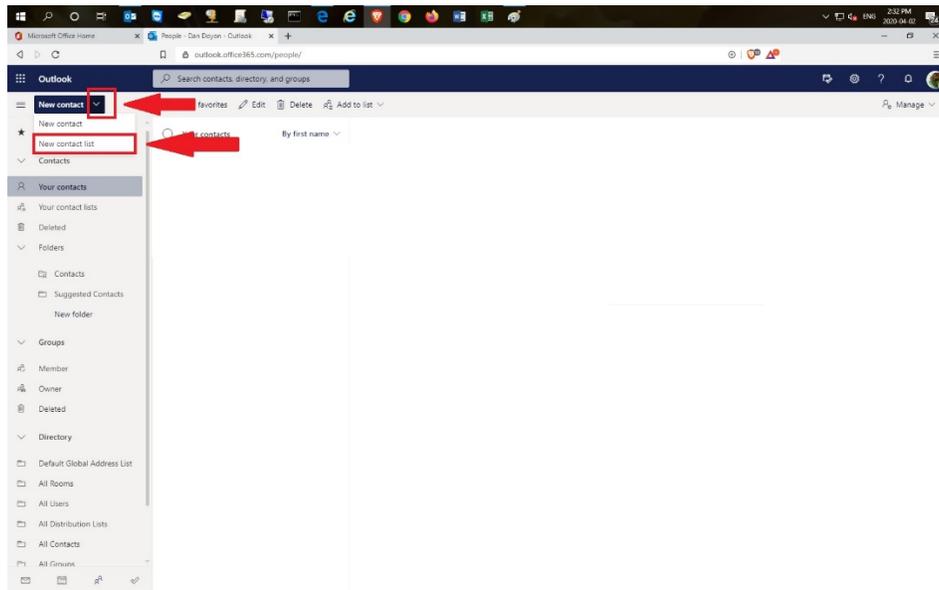
When the Office 365 apps menu appears, click on the Outlook button.



Next, click on the Contacts icon (the 2 human looking symbols in the bottom left of the screen).



Now click on the V drop down symbol next to New Contact and select New Contact List.



For the Contact Name (yellow arrow), type what you want to name your new list. For example, you could call it Math Class Period 2 or Science 101 or Carla's Photography Class....

For the Add Email Address (blue arrow), you will need to type in any email address(es) you want to send emails to when you select this list. These email addresses can be internal sd52 accounts like student email address or it could be parent email addresses.

Once you type in the email address, click on Add to the right of the email address.

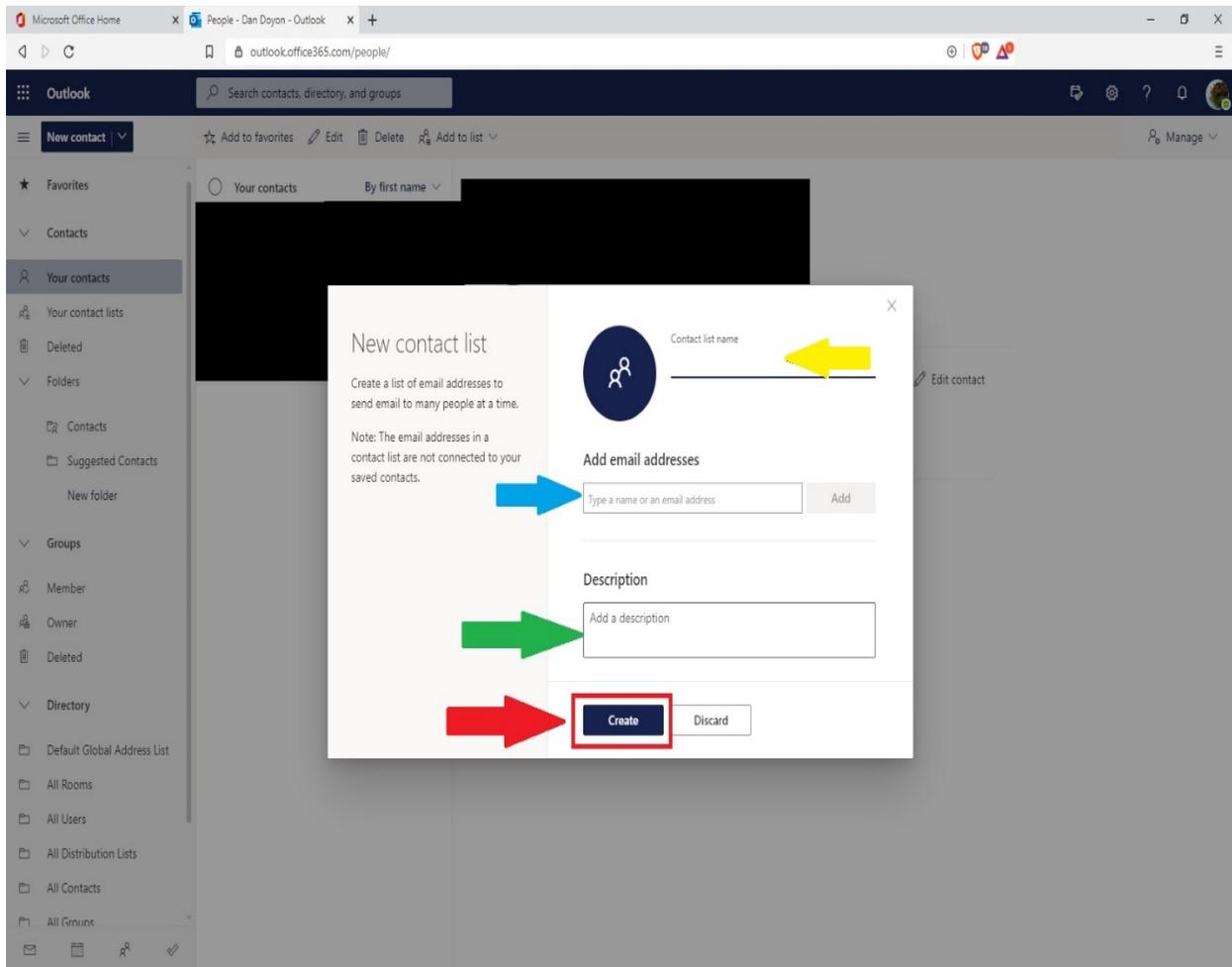
Repeat this step for each student/parent/person you want to receive these emails.

Note, emails must be valid email addresses in the [username@domain.ca](#) format (like [johndoe@gmail.com](#)).

For the Description (green arrow), type in anything you wish to further describe what this contact list is for.

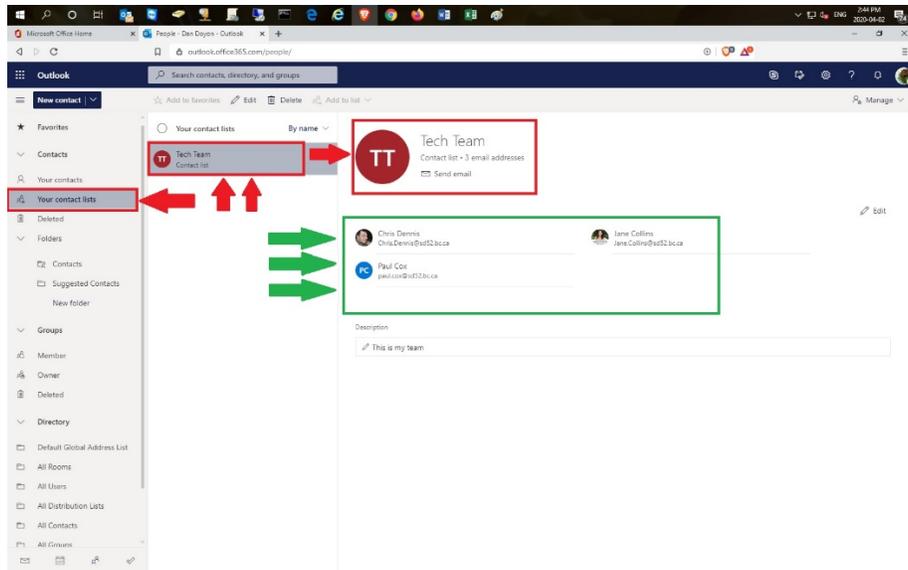
Click on Create (red arrow) when you are finished adding email addresses.

**!!!VERY IMPORTANT NOTE!!!** If creating a contact list for parents, make sure you only send emails/information intended for ALL \*emphasize\* ALL parents because you don't want to send little Johnny's grades or personal information to anyone other than Johnny's parents!!

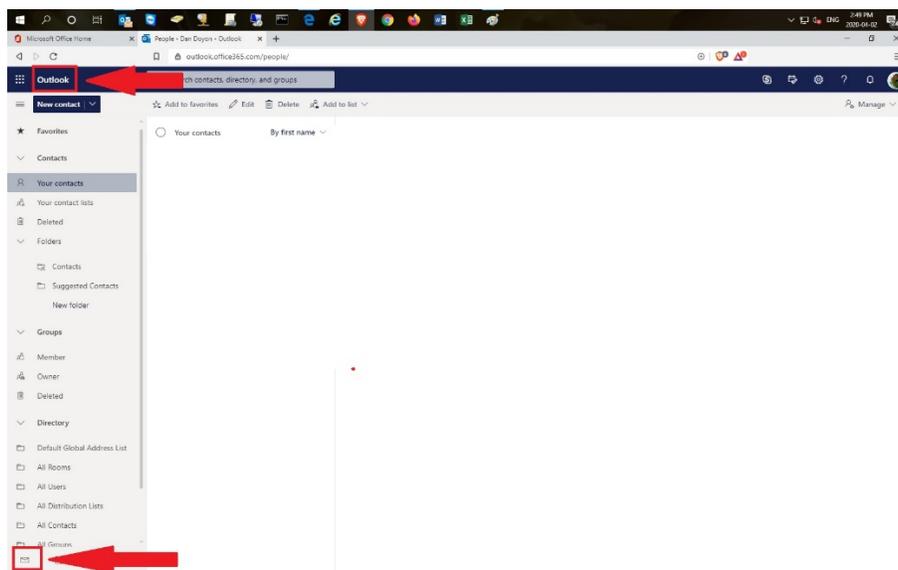


After you click create, you should now see your new contact list (red arrows).

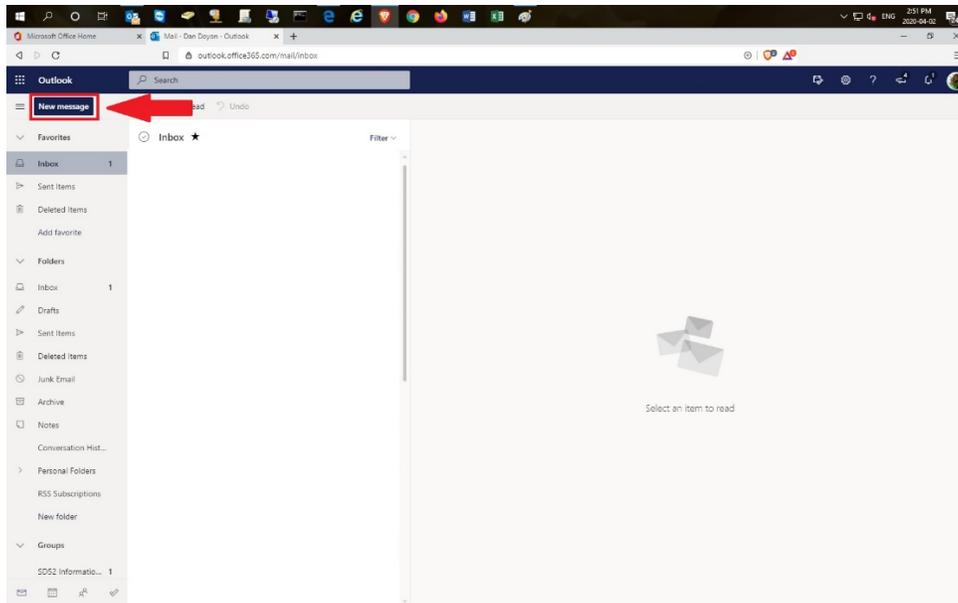
All of the emails/contacts you added should show up under the list (green arrows).



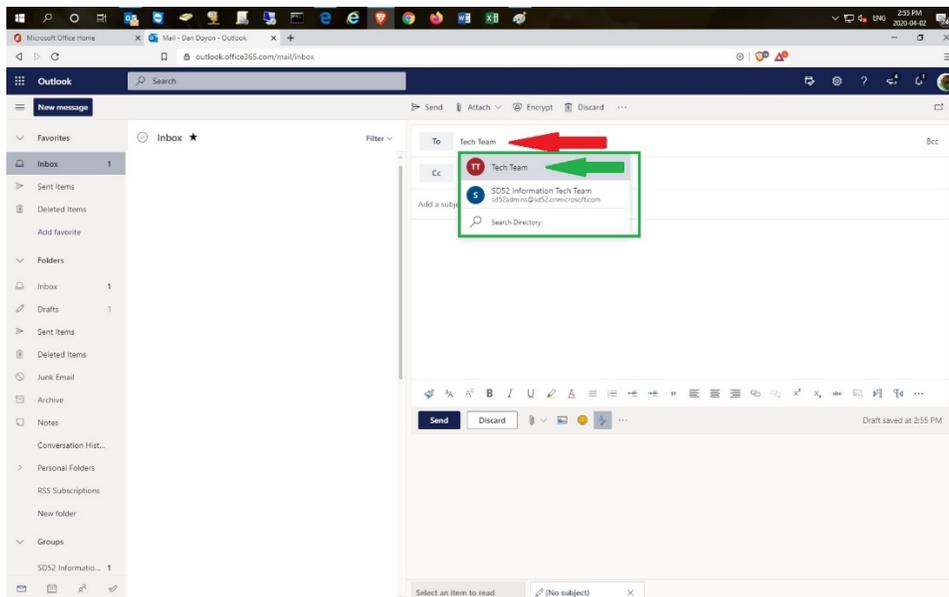
Now go back to the main Outlook window by clicking on the Outlook button on the top left of the screen or alternatively click on the envelope icon in the bottom left of the screen.



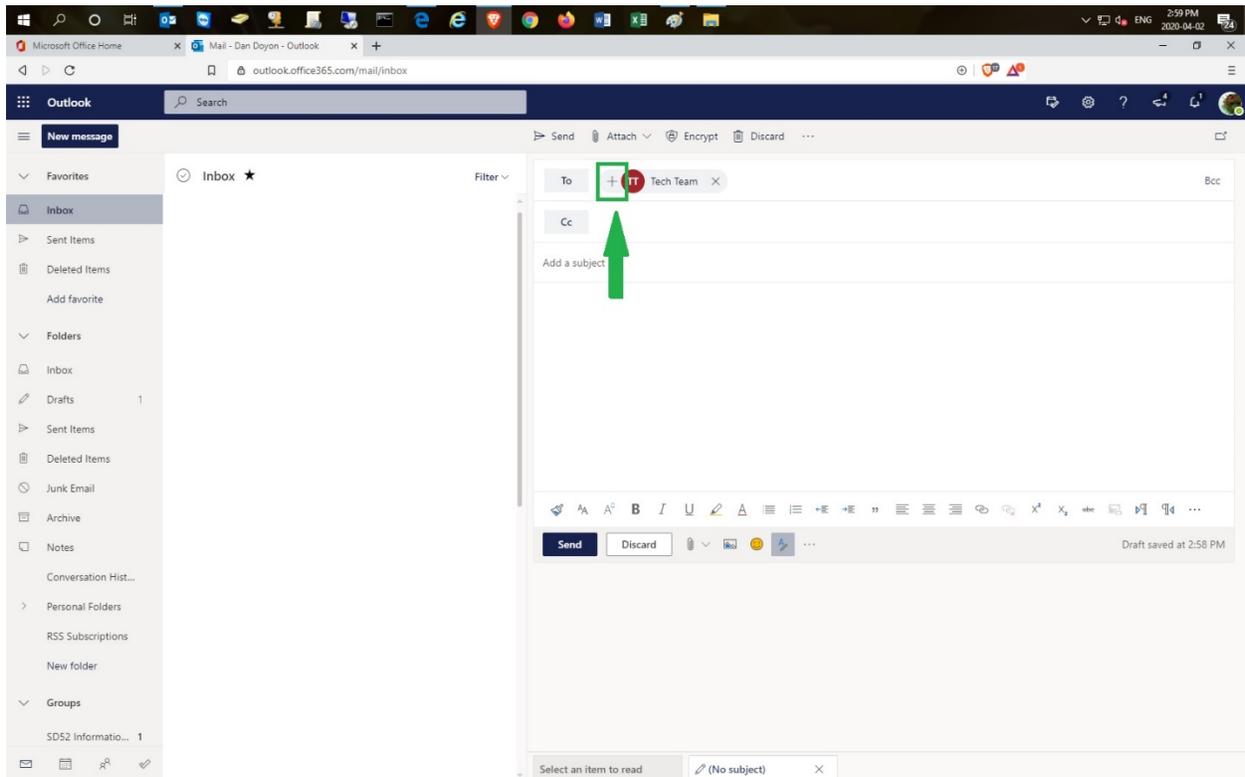
Now when you want to send an email to your new contact list, click on New Message in the upper left of the Outlook window.



Type your new contact name in the To: window. As you type, a list of names/contacts may propagate and will narrow down as it matches more of what you type. For those that don't like typing, you can just click on the contact name once you see it in the drop-down list.



If you wish to double check the names on the list, you can click on the + symbol to expand your Contact List to show all the names/contacts in the list.



You now know how to create and use your personal email contact lists.