

# Microsoft 365: Sharing Contact Lists in Outlook

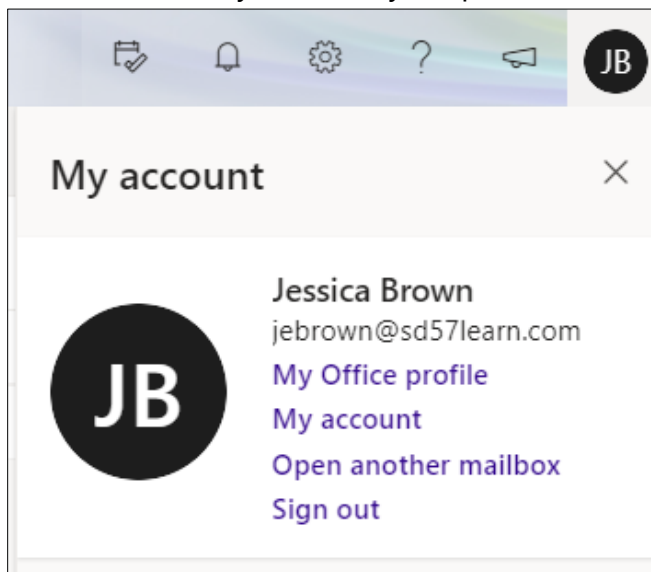
---

Note: Contact lists from individual email accounts cannot be shared between accounts on the web version of Outlook. When you need to share contact lists, either create them in a shared mailbox (like your school shared mailbox) or create a distribution group.

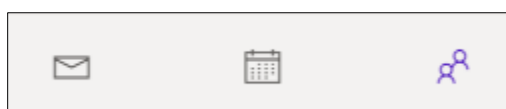


## Outlook: Creating Contact List in Shared Mailbox

1. Sign in to your Office365 account and open Outlook.
2. Click on My account: your profile bubble on the top right.

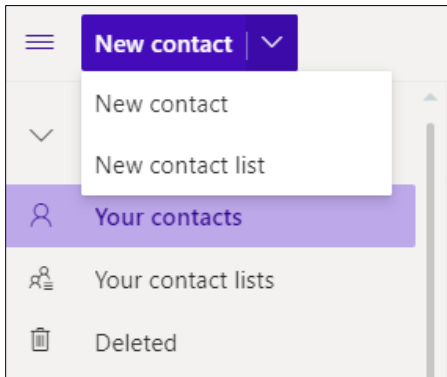


3. Click **Open another mailbox**.
4. Type the name of the shared mailbox to search for it in the directory. Options will pop up as you type.
5. Select the mailbox from the list and click **Open**.
6. Click on **People** (third icon on the bottom left, beside the Calendar) to open your contacts.



7. Click on the arrow beside **New contact** for more options.

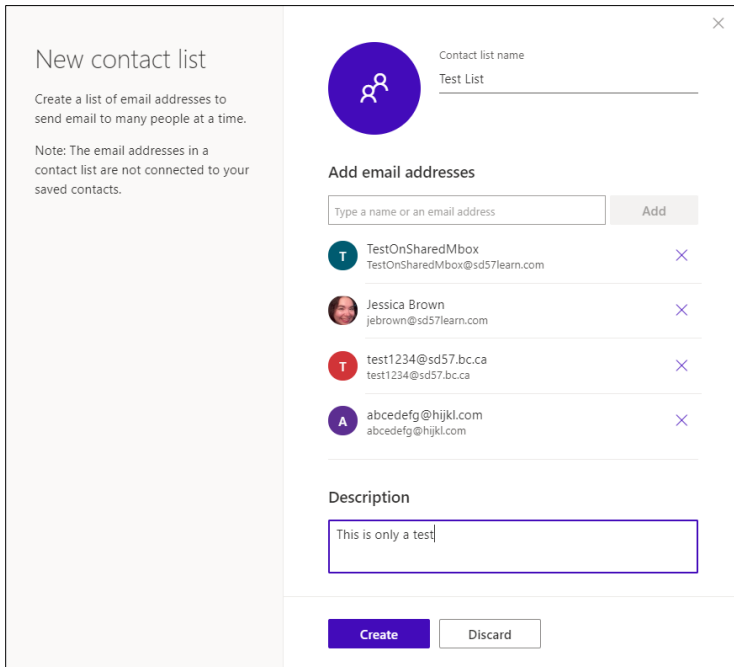
8. Click **New contact list**.



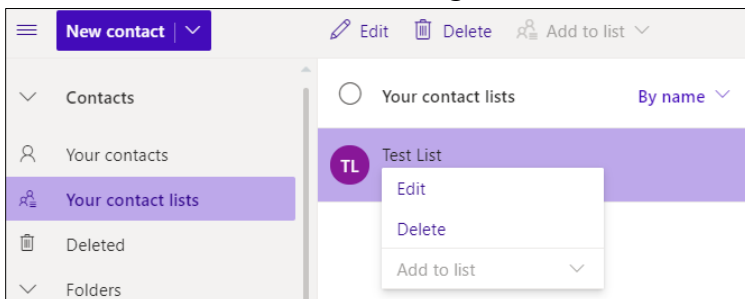
9. Name your list and add email addresses. Typing will search the SD57 email directory but you can add outside district email addresses as well.

Note: this will not create new individual contacts for each address.

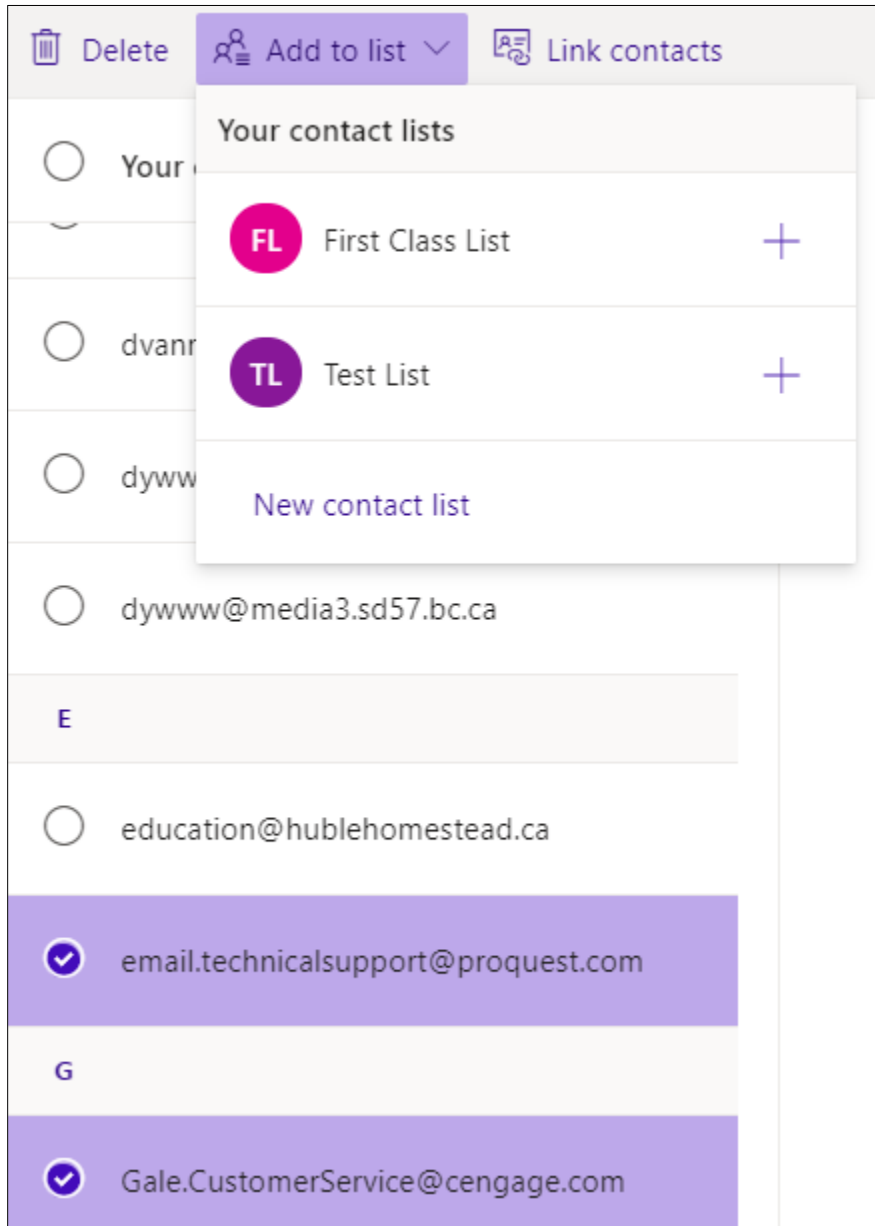
10. After you have finished adding all of the email addresses, click **Create**.



11. You can edit contact lists by selecting **Your contact lists**, right-clicking the individual list and selecting **Edit**.



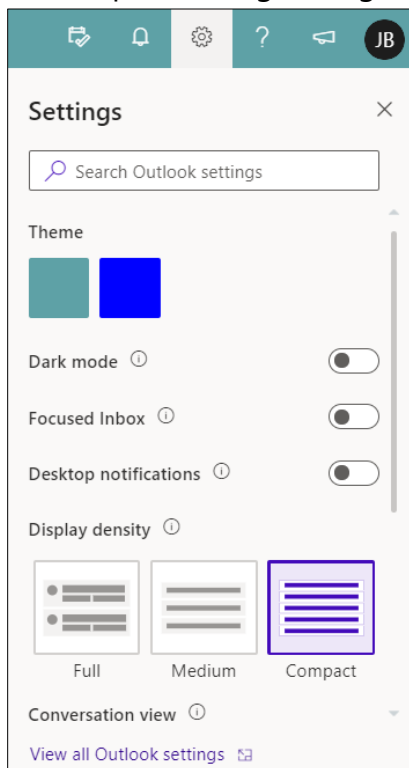
12. You can add pre-existing contacts to a contact list by selecting the contacts, clicking **Add to list**, and clicking the **plus sign** beside the contact list you want to add to.



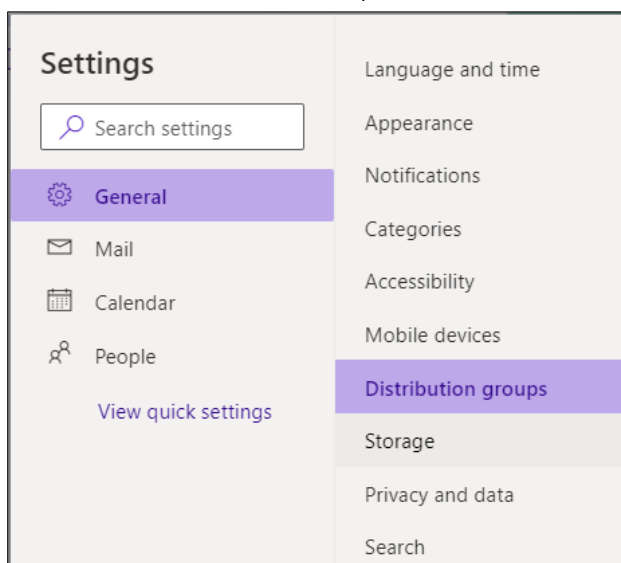


## Outlook: Managing Distribution Groups

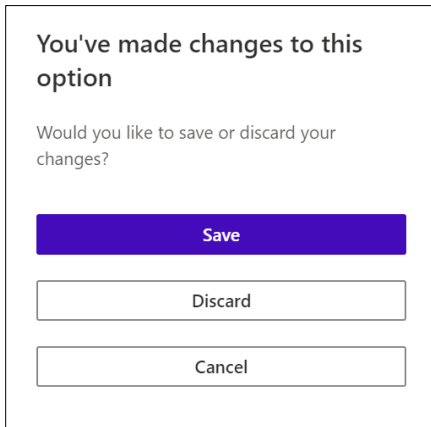
1. Sign in to your Office365 account and open Outlook.
2. Open Settings: the gear icon on the top right.



3. Click **View all Outlook settings**.
4. Click **General**.
5. On the list beside it, click **Distribution groups**.

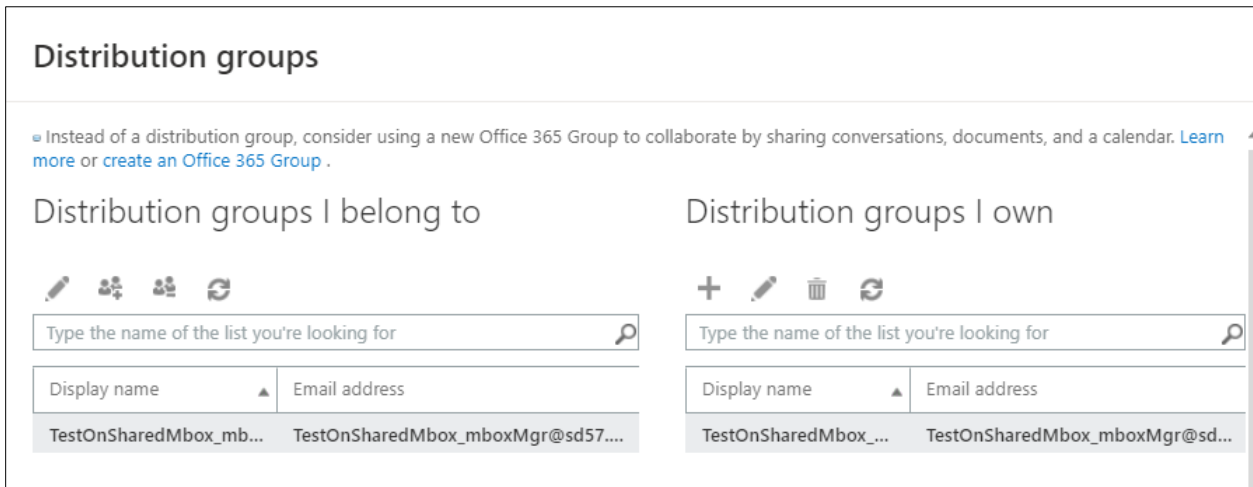


6. If a window pops up asking you if you want to save changes, click **Discard**.

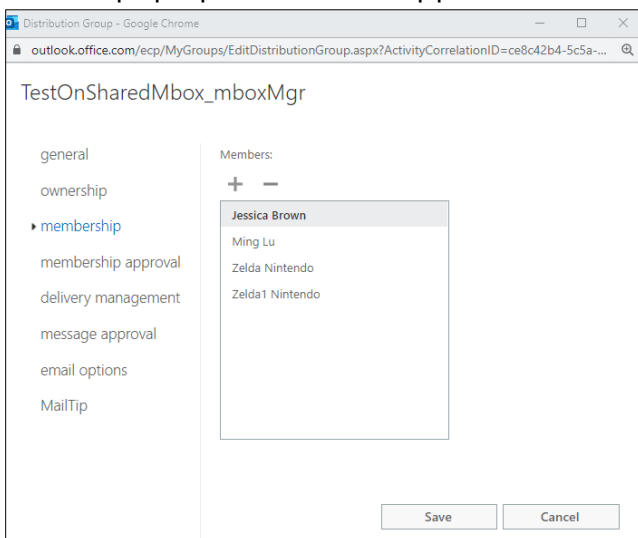


7. It takes time to show the list of distribution groups. Wait for a few minutes.

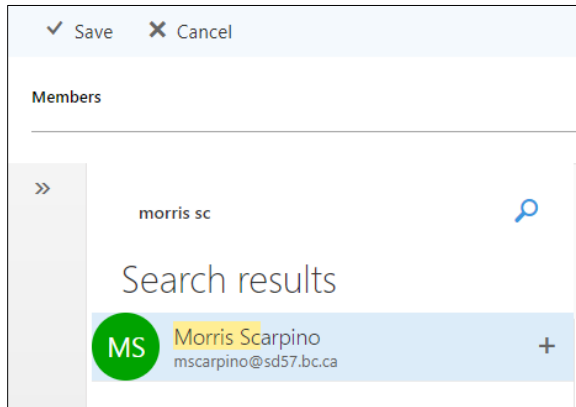
8. When the lists display, look at **Distribution groups I own**. Double click the group you want to edit or add a new group with the **plus sign**.



9. A pop up window will appear. Click **membership**.



10. To add members: Click the big + under Members. A pop up window will appear. Type the name of the person you wish to add. Click the magnifying glass to search the directory.



11. Click the + next to their name. This will add their name to a selected list under Members at the top.
12. When you have all the people you wish to add selected, click **Save**.
13. To remove members: from the original membership window, select the person you wish to remove. Click the big – under Members. If you remove someone by mistake, you can easily add them again by following steps 10-12.

Note: Everyone in the district can see the membership of distribution lists.

For more step-by-step guides on how to use shared mailboxes and other Office 365 features, please go to: <https://www.sd57curriculumhub.com/office-365>

#### Version History

Version	Date	Description
4.0	August 2020	New documentation for Microsoft 365