

Outlook: Creating a Contacts List

- Click Start...Settings...Control Panel
- Click "Switch to Classic View" located on the upper left side of window
- Double-click "Mail"
- Click "Email Accounts".
- Under "Directory" click on "Add a new directory or address book"
- Click Next
- Click "Additional Address Books"
- Click "Outlook Address Book".
- Click "Close".

Now when you are in Outlook creating a new message, click on the address book icon (to the right of the paperclip icon, it looks like a book).

✓ Click the drop-down arrow next to "Global Address List"

✓ Select "Contacts" under Outlook Address Book.

Any distribution lists you've created should now be listed in the window.

Select Names

Type Name or Select from List:

Show Names from the: Global Address List

Name	
_ All Mail Users	
_JR-SR Staff	
_K2 Staff	
_MG Staff	
_Schooltool_FAQ	
_SeniorClass	
Arkley, Rose	
Administrator	
Aidala, Judith	2086
Aierstok, Emily	8308
Aierstok, Kevin	8102

Global Address List
All Address Lists
Admin and Support Staff
All Contacts
All Groups
All Users
Public Folders
Staff Only
Outlook Address Book
Contacts

Message Recipients

To ->

Cc ->

Bcc ->

Advanced