

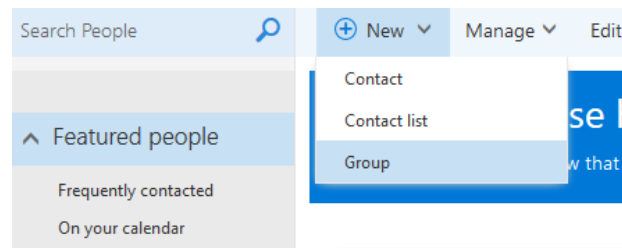
# Creating a Personal Mailing List

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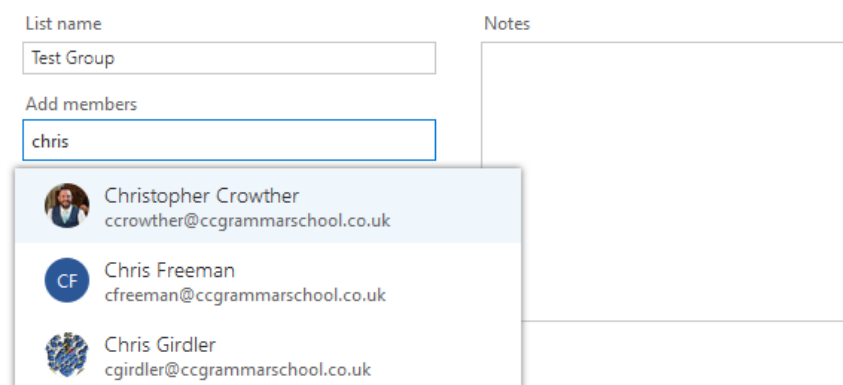
Log into your Outlook Webmail as normal. From the bottom left corner of the screen choose 'People'



Press the little arrow next to the 'New' button and choose 'Contact list' from the drop down menu



From the resulting pane that opens on the right hand side of the window, you can give the list and name and type in the members box to add the relevant people.

A screenshot of the 'New Contact List' form. It has two main sections. The left section contains a 'List name' field with the text 'Test Group', an 'Add members' field with the text 'chris', and a list of suggested members. The right section is a 'Notes' text area. The suggested members list includes: Christopher Crowther (ccrowther@ccgrammarschool.co.uk), Chris Freeman (cfreeman@ccgrammarschool.co.uk), and Chris Girdler (cgirdler@ccgrammarschool.co.uk). Each member entry has a small profile picture icon.

Once you have added everyone you want to, click the 'Save' button at the top of the pane, and your list will be created ready for use.

When composing a new email you can type the name of the mailing list you created in the 'To' to send your message to it. Alternatively you can pick it from your contacts.