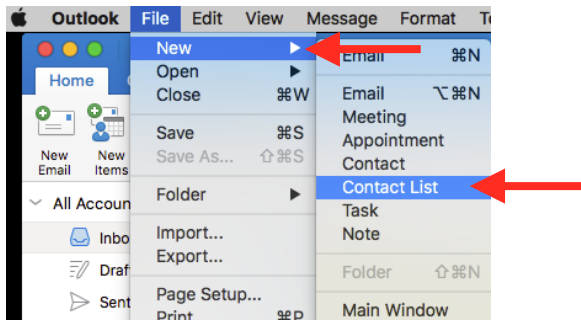
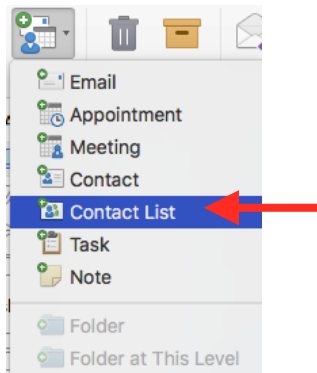


Creating a Contact List

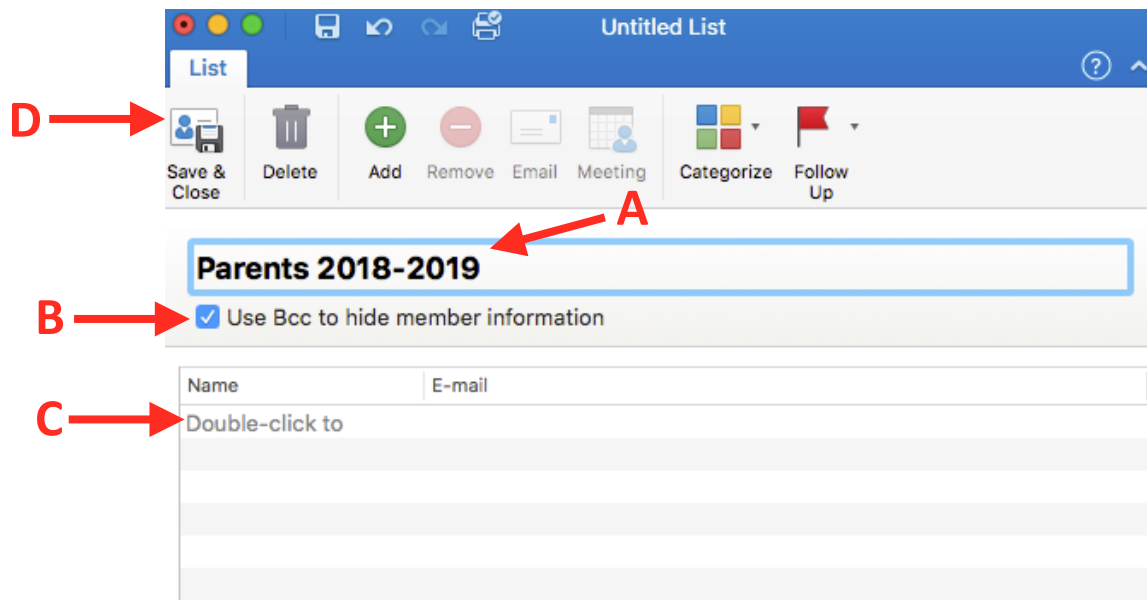
1. Beside the apple at the top right, click on **Outlook > Preferences**.
2. Click **General**.
3. Uncheck **Hide on my computer folders**.
4. Click **File > New > Contact List**.



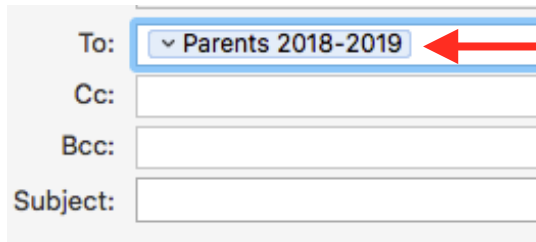
5. Choose **Contact List** from the drop down menu.



6. A **Contact Group window** will open. Complete the following steps.
 - A. Delete **Untitled List** and rename it. (*You'll use this title when you send an email to your group.*)
 - B. Place a checkmark beside **Use Bcc to hide member information**. (*This will prevent message recipients from seeing the email addresses/names of other list members.*)
 - C. Double-click here to add the names and email addresses of the people in your group. (*You must include both. Don't leave either blank.*)
 - D. Click **Save & Close**.



7. When composing your new email, type the name of the group in your **To:** field.



The image shows a screenshot of an email composition interface. The 'To:' field contains a dropdown menu with the text 'Parents 2018-2019' and a small downward arrow on the left. A red arrow points to the right side of the dropdown menu. Below the 'To:' field are three empty text input fields labeled 'Cc:', 'Bcc:', and 'Subject:'.