



# Creating a Contact Group in Outlook Web App

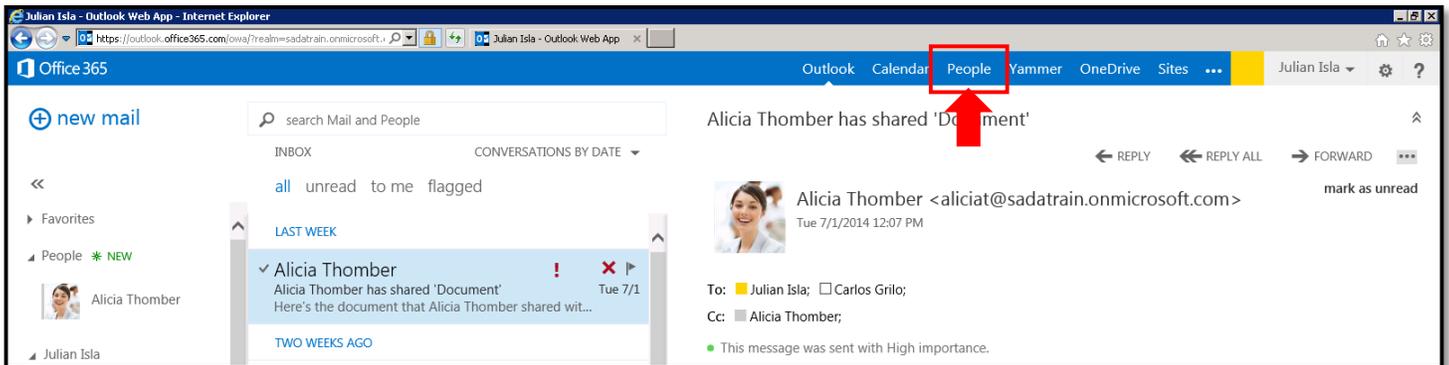
## Objective

This document provides instructions on how to create a contact group in the Outlook Web App (after your LAUSD mailbox has migrated to Office 365). Contact groups that you create in the Outlook Web App are shared with the Outlook desktop client and vice versa.

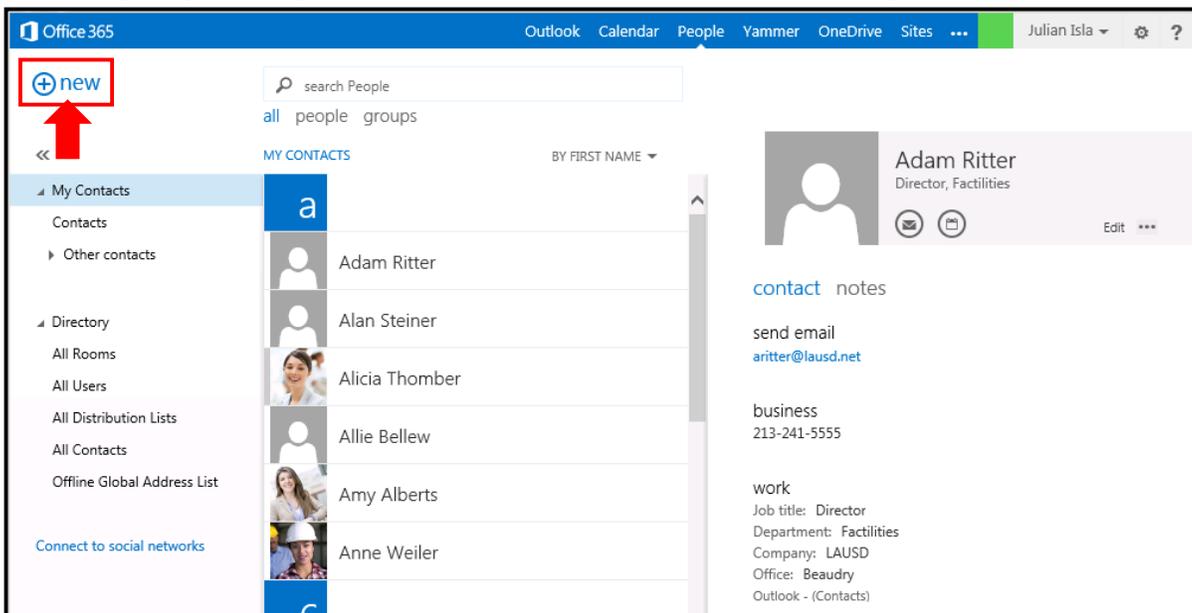
Contact groups are a great way to simplify sending messages to groups that you may frequently contact such as your department, each class period, or a group of parents. In the Outlook Web App, you can quickly create a contact group that will save you a lot of time throughout the year. This allows you to focus on more important things than sending email!

## Part 1 – Create a Contact Group

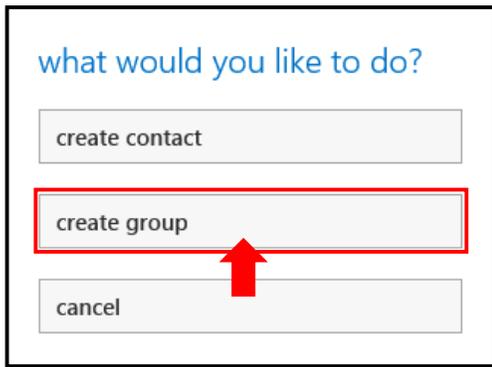
1. Sign in to your Office 365 account at <http://mailbox.lausd.net> with your email address and password.
2. Click **People** on the blue navigation bar at the top.



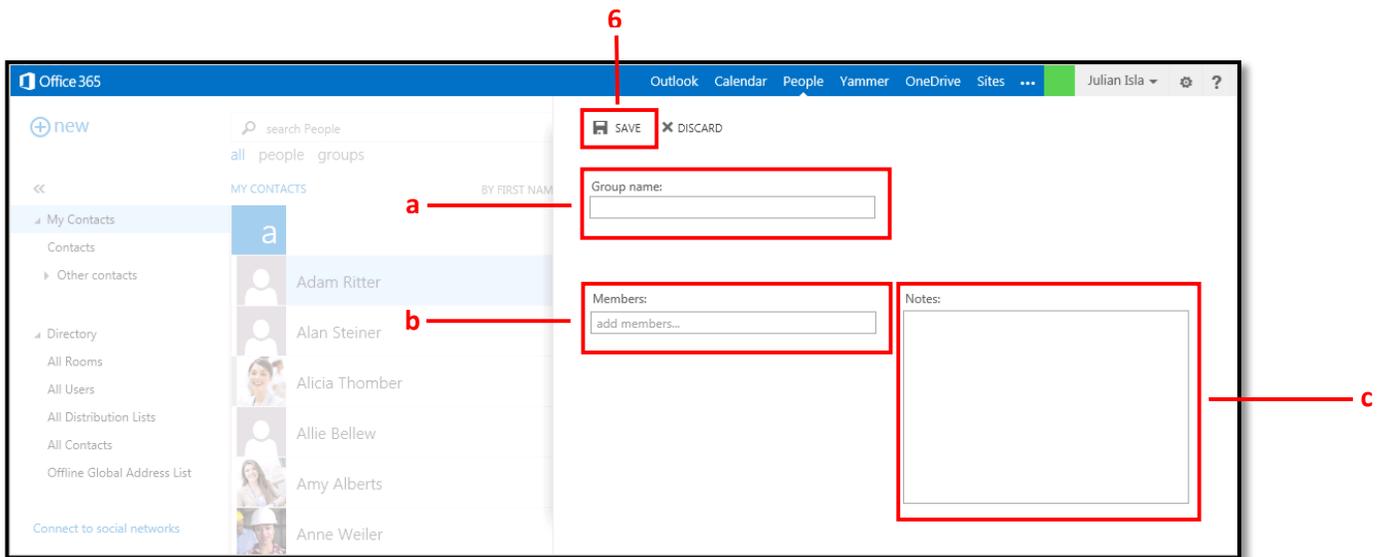
3. This opens your People view. Click the blue **+new** button in the top left corner.



4. At the prompt, select **create group**.

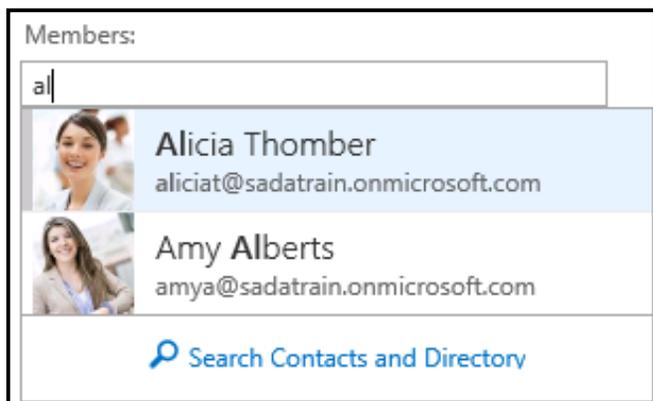


5. This opens the Contact Group screen.

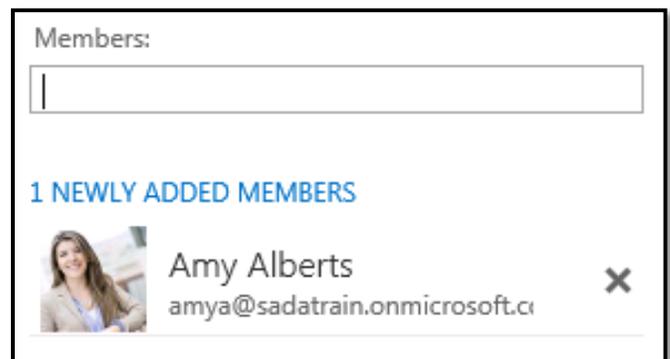


a. Type the name of your group in the **Group name** field.

b. To add a District employee, type his or her name in the **Members** field. Outlook auto-suggests any profiles that match. Click the correct profile to select it, and repeat as necessary.



Suggested Members

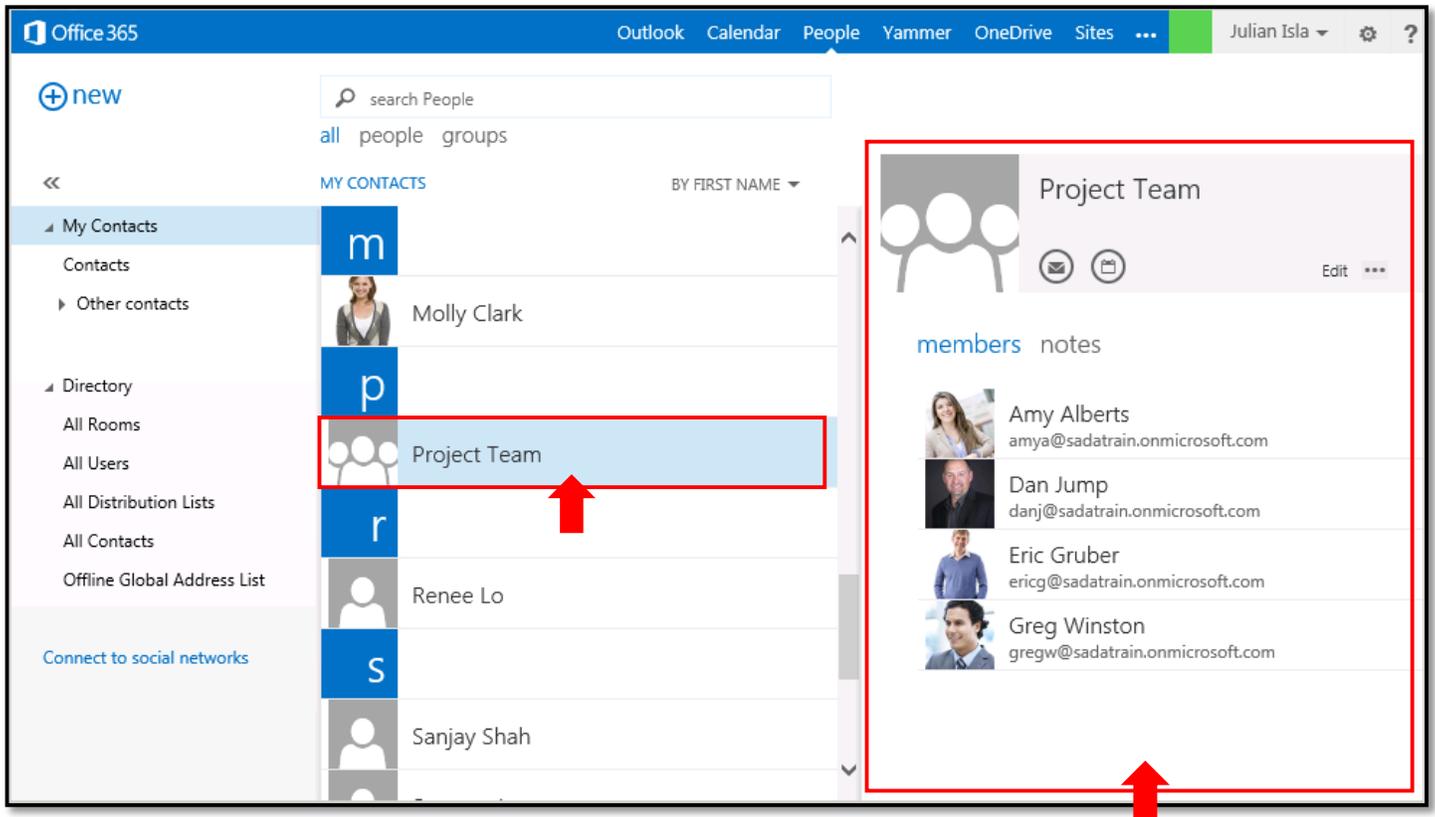


Selected Members

c. In the **Notes** field, type any comments or notes you may search for later.

6. When you are finished adding members, click **Save** in the upper left corner.

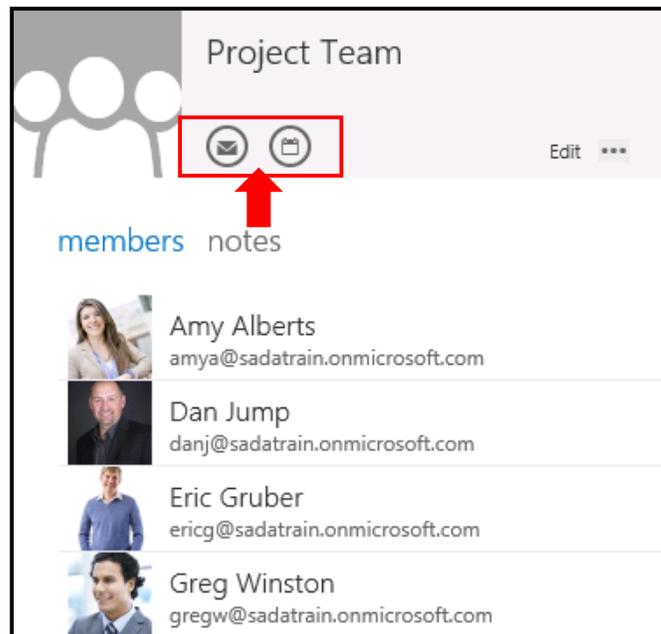
7. The group is added to My Contacts, displaying the members you added.



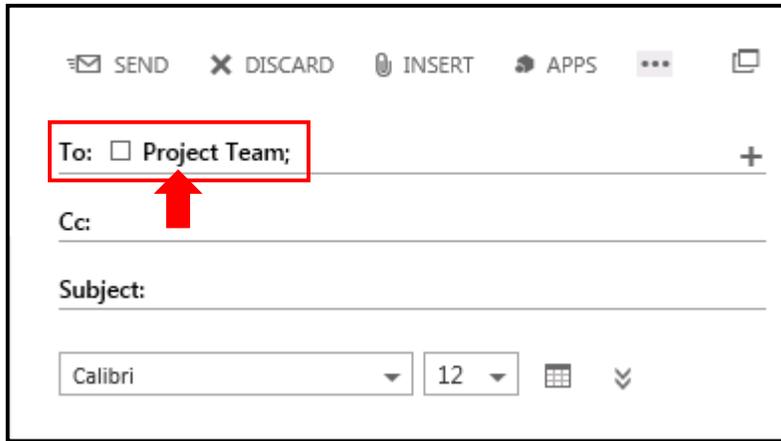
## Part 2 – Use a Contact Group

To take action from the Contact Group screen, click an icon:

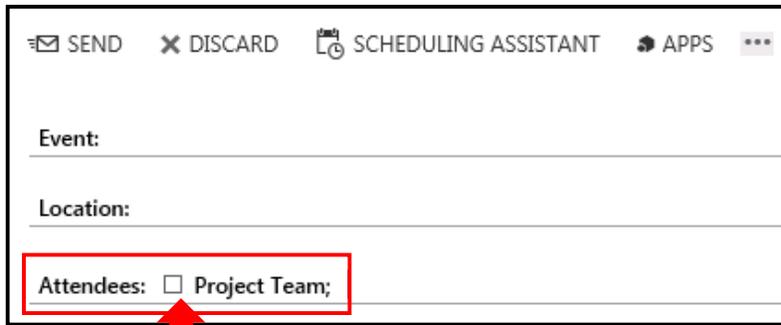
-  sends an email message to the group
-  schedules a meeting with the group



To address the group in a Mail message, type the name of the group in the **To** field, compose the message, and click **Send**.



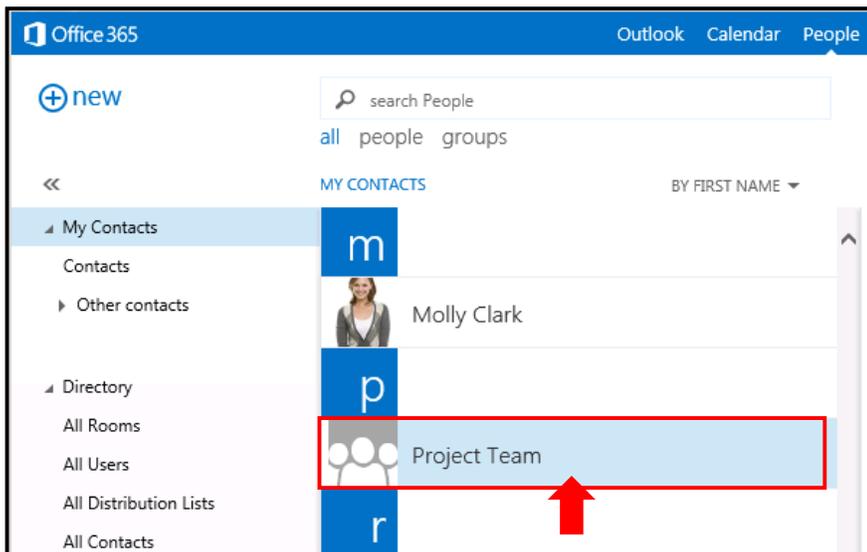
To schedule a meeting with the group in a Calendar event, type the name of the group in the **Attendees** field, add the details for the meeting, and click **Send**.



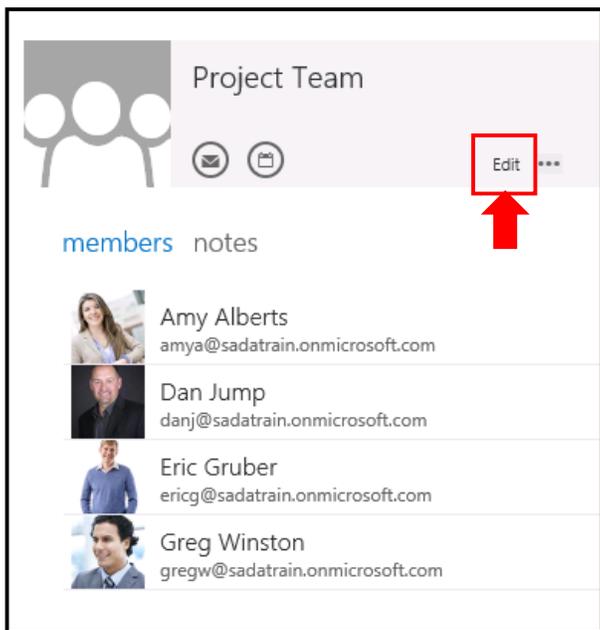
**Note:** In the Outlook Web App, you cannot expand the group to see its individual members, and you cannot see each member's calendar in the Scheduling Assistant.

### Part 3 – Edit a Contact Group

1. Click the contact group in the My Contacts list.



2. Click **Edit** on the Contact Group screen.



3. This opens the contact group for editing.

- To add a member, type his or her name in the **Members** field, and select the correct profile.
- To edit the Notes, type in the **Notes** field.
- To remove a member from the group, click the **X** to the right of his or her name.
- When your edits are complete, click the **Save** button in the upper left corner.

