

# 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 <u>http://mailbox.lausd.net</u> with your email address and password.
- 2. Click **People** on the blue navigation bar at the top.

🥰 Julian Isla - Outlook Web App - Interne	t Explorer
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Cffice 365	Outlook Calendar People Yammer OneDrive Sites 🚥 Julian Isla 🗕 🚓
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	INBOX CONVERSATIONS BY DATE
«	all unread to me flagged mark as unread a mark as unread
Favorites	• LAST WEEK
▲ People * NEW Alicia Thomber	Alicia Thomber     I
⊿ Julian Isla	TWO WEEKS AGO • This message was sent with High importance.

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

1 Office 365		Outlook	Calendar	People	Yammer	OneDrive	Sites		Julian Isla 🗸	ø	?
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Connect to social networks	Amy Alberts Anne Weiler				WORK Job title: Departm Company Office: E Outlook -	Director ent: Factilitie y: LAUSD Beaudry (Contacts)	25				

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

what would you like to do?			
create contact			
create group			
cancel			

5. This opens the Contact Group screen.

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~~	MY CONTACTS	BY FIRST NAM	Group name:		
	a				
Contacts > Other contacts	Adam Ritter		Members:	Notes:	
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All Rooms All Users	Alicia Thomber				
All Distribution Lists All Contacts	Allie Bellew				
Offline Global Address List	Amy Alberts				
Connect to social networks	Anne Weiler				

- 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.

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⊕new	<ul> <li>search People</li> <li>all people groups</li> </ul>									
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	Sanjay Shah		~							

## 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**.

™ SEND 🗙 DISCARD	🕼 INSERT	APPS	•••	₽
To: 🗆 Project Team;				+
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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**.

₹⊠ SEND	× DISCARD	C SCHEDULING ASSISTANT	APPS	***
Event:				
Location:				
Location.				
Attendees	: 🗆 Project Te	am;		

**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.

1 Office 365	Outlook	Calendar People
⊕new	<ul> <li>search People</li> <li>all people groups</li> </ul>	
«	MY CONTACTS BY FI	IRST NAME 🔻
<ul> <li>▲ My Contacts</li> <li>Contacts</li> <li>♦ Other contacts</li> </ul>	Molly Clark	^
✓ Directory All Rooms All Users All Distribution Lists All Contacts	p Project Team r	

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



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

d	Group name: Project Team
a ———	Members:     Notes:       add members     Image: Comparison of the second s
b c	Amy Alberts   amya@sadatrain.onmicrosoft.ca   Dan lump   danj@sadatrain.onmicrosoft.ca   danj@sadatrain.onmicrosoft.ca   image: the state of the state