Tip 8- Creating a Contact List in Outlook- People

OPS Technology Trainers Tip

Have a group of people you find yourself emailing often? Instead of typing in their names over and over create a contact list for them in Outlook- People. To learn how click HERE for a video or follow the steps below.

1. Click on People.

2. Click on NEW.

3. Choose "Create Contact List".

4. Type in a name for your Contact List. Add members: You can find OPS employees in the directory, type in email addresses of nonOPS employees, or if you have them added already as a contact you can type in their name. Make sure you click SAVE.
5. To view your contact list in the future or to edit click **LISTS**.

6. You can email the list of people in two ways:
   - Click on the mail icon on the mail list when you are inside **PEOPLE**.
   - Open **Outlook- Email** and type in the contact list name in the TO: section. Notice from here you can also right click (MAC: Control + Click) and edit or view details of the contact list.

Thanks,

OPS Tech Training Team
Omaha Public Schools would like to continue connecting with you via email. If you prefer to be removed from our list, please contact Omaha Public Schools directly. To stop receiving all email messages distributed through our SchoolMessenger service, follow this link and confirm: [Unsubscribe](https://outlook.office365.com/owa/projection.aspx).

SchoolMessenger is a notification service used by the nation's leading school systems to connect with parents, students and staff through voice, SMS text, email, and social media.

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