

Outlook Web Access Contacts and Distribution Lists

To Create a Distribution List in OWA Email and Save Every Name as an Individual Contact in One Process

- On the menu bar click on the down arrow to the right of “New”
- **Select Distribution List**
- Give the Distribution List a Name
- **Find Names**
- **Find Names in Global Address List** *should be in the first box on the screen.*

A screen with multiple options pops up and you can select a field to enter search information

For example: (these are different ways to search for SCSD contacts)

Last Name: Type in SCSD staff name who has an email account

Title: Type Library/Media Specialist

Title: Type Sr High School Principal

Title: Type Middle Sch Principal

Title: Type Elem Principal

Title: Type K-8 Principal

Office: Type school name and the entire staff list will come on the screen

To find other groups, look up one name in the group that you know and see how their title or office is listed. Enter that title or office name in another search and the rest of the group with the same title or office name will come on the screen)

CAUTION: *There are a maximum number of 100 names that will fit in the scroll box so if it is a very large group you may have to break it down. Email addresses for the newest employees may not be in the Global Address List yet. Some employees who have recently left the district may still be in the Global Address List.*

After you type in the word(s) you are going to search follow the rest of the directions

- **Find**

A list of names will pop up in scroll box. Highlight each name you want as a contact.

- **Double click on highlighted name OR Click Properties**
- **Add to Contacts** (button in lower left)
- **Save and Close** (button at top left)
- **Close**

Repeat by highlighting the next name

- **Click Properties**
- **Add to Contacts** (button in lower left)
- **Save and Close** (button at top left)
- **Close** *(continue to repeat by highlighting the next name)*
- **Next highlight each name you want in the distribution list**
- Click on **Distribution List** (button at bottom of screen) to add the name
- *Continue by highlighting the next name*
- Click on **Distribution List** (button at bottom of screen) to add the name

Continue until your Distribution List is complete

- When your list is complete **Save and Close** the Distribution List

To Create a Distribution List in OWA Email

- On the menu bar click on the down arrow to the right of “New”
- **Select Distribution List**
- Give the Distribution List a Name
- **Find Names**
- **Find Names in Global Address List** *should be in the first box on the screen.*

A screen with multiple options pops up and you can select a field to enter search information

For example: (these are different ways to search for SCSD contacts)

Last Name: Type in SCSD staff name who has an email account

Title: Type Library/Media Specialist

Title: Type Sr High School Principal

Title: Type Middle Sch Principal

Title: Type Elem Principal

Title: Type K-8 Principal

Office: Type school name and the entire staff list will come on the screen

To find other groups, look up one name in the group that you know and see how their title or office is listed. Enter that title or office name in another search and the rest of the group with the same title or office name will come on the screen)

CAUTION: There are a maximum number of 100 names that will fit in the scroll box so if it is a very large group you may have to break it down. Email addresses for the newest employees may not be in the Global Address List yet. Some employees who have recently left the district may still be in the Global Address List.

After you type in the word(s) you are going to search follow the rest of the directions

- **Find**

A list of names will pop up in scroll box.

- **Next highlight each name you want in the distribution list**
- Click on **Distribution List** (button at bottom of screen) to add the name

Continue by highlighting the next name

- Click on **Distribution List** (button at bottom of screen) to add the name

Continue until your Distribution List is complete

- When your list is complete **Save and Close** the Distribution List

To Create an Individual Contact OWA Email

- On the menu bar click on the down arrow to the right of “New”
- **Select Contact**
- **Type in Contact Information by hand**

Or you can search for contact information in the Global Address Book using these directions.

- **Click on the open book for the Address Book on the menu bar**
- **Find Names in Global Address List** should be in the first box on the screen.

A screen with multiple options pops up and you can select a field to enter search information

For example: (these are different ways to search for SCSD contacts)

Last Name: Type in SCSD staff name who has an email account

Title: Type Library/Media Specialist

Title: Type Sr High School Principal

Title: Type Middle Sch Principal

Title: Type Elem Principal

Title: Type K-8 Principal

Office: Type school name and the entire staff list will come on the screen

To find other groups, look up one name in the group that you know and see how their title or office is listed. Enter that title or office name in another search and the rest of the group with the same title or office name will come on the screen)

CAUTION: There are a maximum number of 100 names that will fit in the scroll box so if it is a very large group you may have to break it down. Email addresses for the newest employees may not be in the Global Address List yet. Some employees who have recently left the district may still be in the Global Address List.

After you type in the word(s) you are going to search follow the rest of the directions

- **Find**

A list of names will pop up in scroll box. Highlight each name you want as a contact.

- **Double click on highlighted name OR Click Properties**
- **Add to Contacts** (button in lower left)
- **Save and Close** (button at top left)
- **Close**

Repeat by highlighting the next name

- **Click Properties**
- **Add to Contacts** (button in lower left)
- **Save and Close** (button at top left)
- **Close** (continue to repeat by highlighting the next name)