

Create a Group Contact in Live@edu (OWA)

(formerly distribution list)

- Click “Contacts” in the lower left corner
- Click the drop down arrow by “New”
- Select “Group” (a new box/window will open)
- Click in the “Group Name” field and enter a name for the group
- Click the word “Members”
- Click “Contacts”
- Click (left) one time the name of the first person, then hold down the shift key and continue to left click one time to select additional names. Selected names will be highlighted.
- Click “Members”
- Click “OK”
- Click “Add to Group”
- Click “Save and Close”

NOTE: When removing a single person/contact from a group, left click one time to select the desired person/contact to remove and click “Remove from Group” DO NOT CLICK THE “X” in the top tool bar, this will delete the group.