# Use Office365 "email contact list" create mail group

Use the contact list, make some mail members to a mail group. (Below shows some pictures with the Office 365 Webmail.)

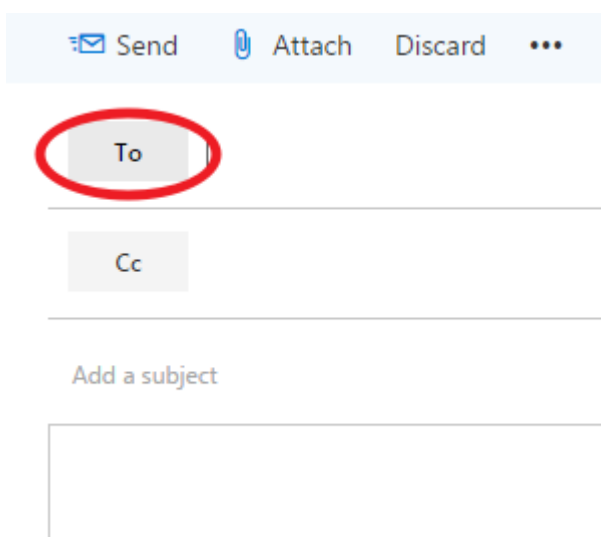## How to create, edit, "contact list"

1， enter the contact management interface.
2， create "contact list".
3， create a name and add the Member into the group.
4， click Save after successfully created.
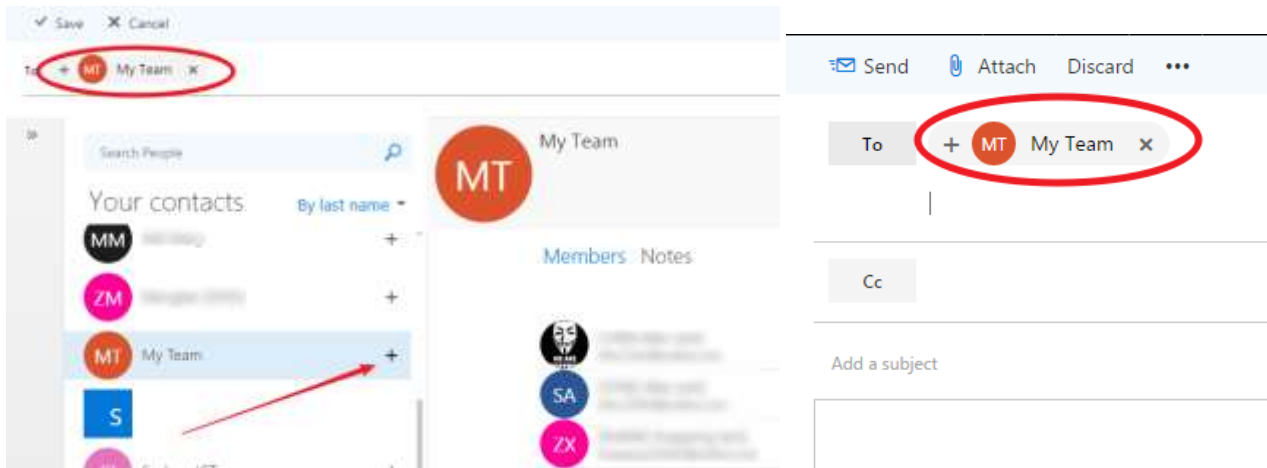5， you can choose "contacts list" editing the group member.
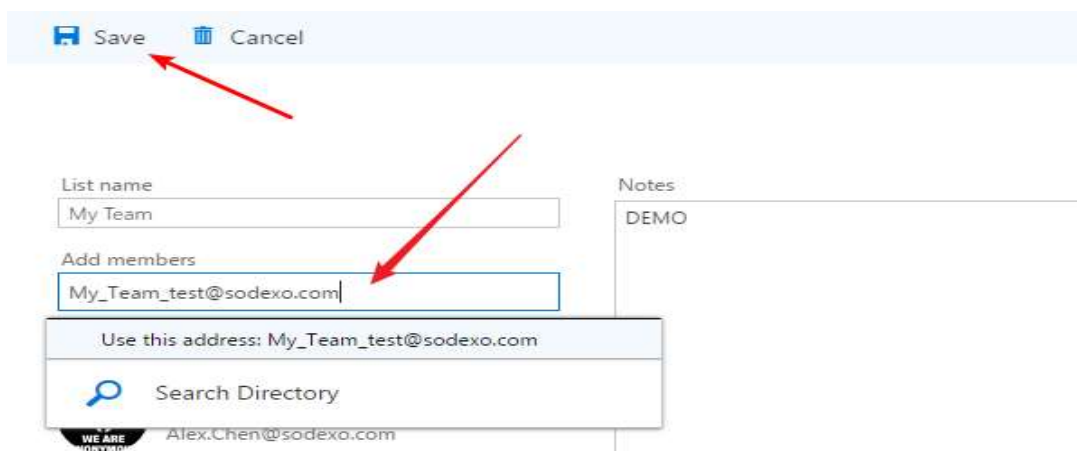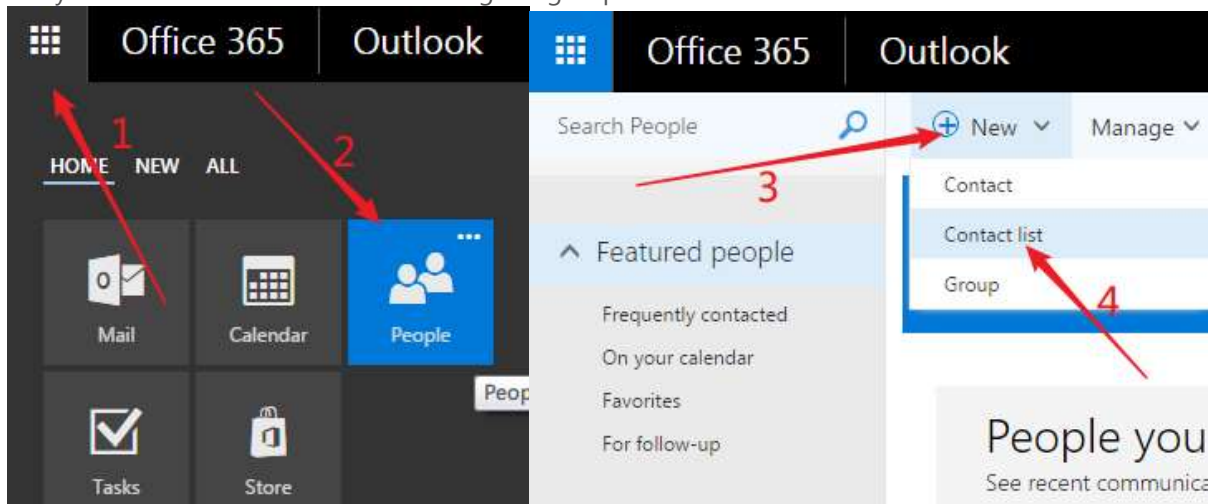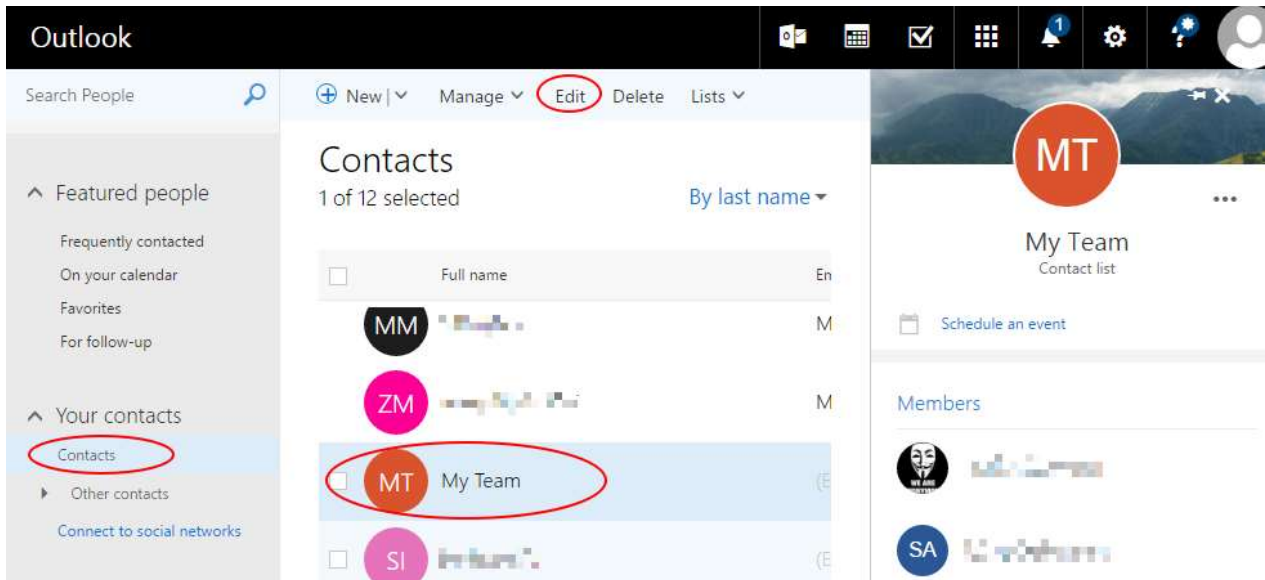
How to use the contacts list

1，create a new mail
2，click on the recipient
3，find the list name
4，click on the "+"
5，click save.

See you next week.