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# **NHSmail 2 Outlook Web App Learning Series**

## **Managing Distribution Groups and Contact Lists Transcript**

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# 1 Introduction

The purpose of this document is to capture the transcript for the Managing Distribution Groups and Contact Lists Training Video in the Outlook Web App Learning Series. The video can be accessed via the Portal Help Pages.

The timings indicate the section of the video that is being referred to and its length. To move to a particular section within this module, move the timer on the video to the time detailed in this document.

## 2 Transcript

This section covers the transcript of the Managing Distribution Groups and Contact Lists module.

### 2.1 Objectives (00:00-00:25)

This is the Managing Distribution Groups and Contact Lists module. Upon completion of this module you will be able to create distribution groups, manage distribution groups and create and manage personal contact lists.

### 2.2 Creating a Distribution Group (00:26-02:02)

You can group a number of selected contacts together, for example, all of your team. This is known as a distribution group. Using a distribution group you can email the entire team quickly as you only need to type the name of the group into the To field.

To create a distribution group, click People in the navigation bar at the top right of the screen and select New at the top left of the page. In the screen that appears, select Create group. Enter the group name into the group name text box and then enter each members name into the members search bar. If the contact name doesn't appear you will have to click Search contacts and directory. When you select a new member, you will see their name appear under Newly added members. Type any notes about the group in the Notes textbox and click Save at the top of the screen.

Once the group has been created you can type the name of the group into the recipients section of an email to send an email to all members of the group. Right click on the name in the To field and select View details to view all of the group members

### 2.3 Editing a Distribution Group (02:03-03:00)

To edit a distribution group, click People in the navigation bar at the top right of the screen. Enter the name of the group you want to edit in the search bar at the top of the page and click the magnifying glass icon. To further refine your search, you can click groups at the top of the page.

Select the distribution group and click Edit on the right side of the screen. Here, you can edit the details of the group in the same way you created it. You can also remove a member from the group by clicking the cross to the right of their name. When you have finished updating the group details, click Save at the top of the screen.

## 2.4 Deleting a Distribution Group (03:01-03:46)

To delete a distribution group from your contact list, click People in the navigation bar at the top right of the screen. Enter the name of the group you want to delete in the search bar at the top of the page and click the magnifying glass icon.

To further refine your search, you can select Groups at the top of the page. Select the group, click the three dots to the right of the page and select Delete. Confirm that you would like to delete the group and it will be taken out of your contact list.

## 2.5 Creating and Editing Contact Lists Using Folders (03:47-06:20)

To create a new contact list, click People in the navigation bar at the top right of the screen. Creating a contact list allows you to group your personal contacts so that they are easy to find, for example, you may want to organise a list of contacts by team or department. Right click on My Contacts on the left side of the screen and select New folder. Type the name of your new contact list in the text box and press enter on your keyboard.

To add contacts to the new list, select the list, click New at the top left of the screen and select Create contact. Fill in the details of the contact you want to add and click save at the top of the screen.

To rename a contact list that you created, right click on the contact list and select rename from the drop down list. Type the new folder name into the text box that appears on screen and press enter on your keyboard.

To remove people from a contact list you created, enter the name of the contact you want to remove in the search bar at the top of the screen and click the magnifying glass icon. Select the contact or group, click the three dots to the right of the page and select delete. Confirm that you would like to delete the contact or group and they will be taken out of your contact list. Deleting a contact from your personal contact list or deleting a distribution group will not delete the contact from the directory.

To delete a contact list, right click on the contact list and select delete from the drop down list. To confirm, click Yes on the box that appears on screen.