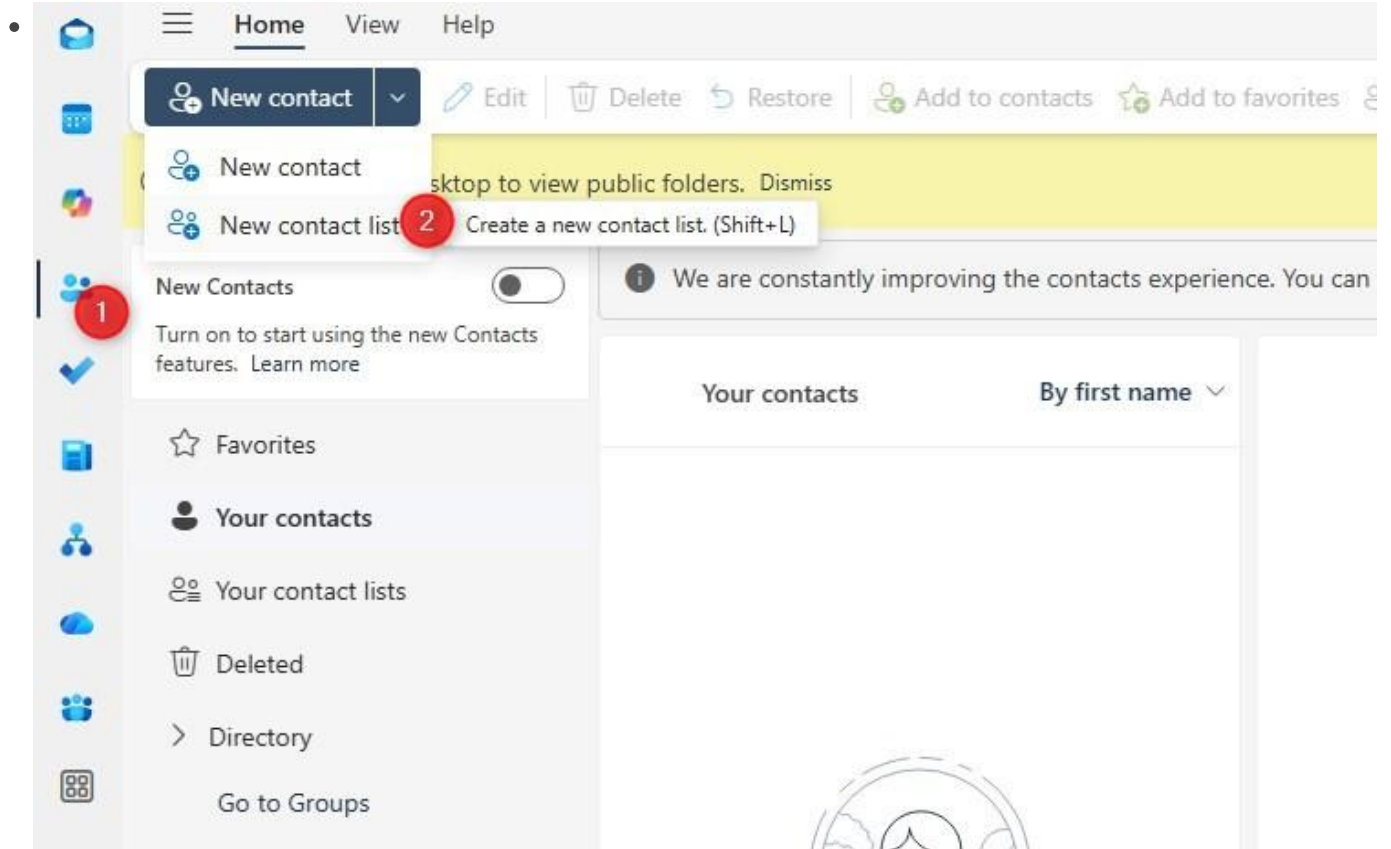


Create Contact List

- Open the **People** tab and click on **New contact list**.



- Now you can give a name, add email addresses and an optional description.

New contact list

Create a list of email addresses to send email to many people at a time.

Note: The email addresses in a contact list are not connected to your saved contacts.



Contact list name

Team

1

Add email addresses

Type a name or an email address

Add

2



colleague1@company.com
colleague1@company.com



colleague2@company.com
colleague2@company.com



colleague3@company.com
colleague3@company.com



colleague4@company.com
colleague4@company.com



colleague5@company.com
colleague5@company.com



Description

Team

3

Create

Discard

- After clicking on **Create**, you may use this contact list for sending emails or inviting them to appointments.
- A popular use case is a list with the colleagues you often work with so you can email them easily or add them to calendar invitations.

Version #2

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