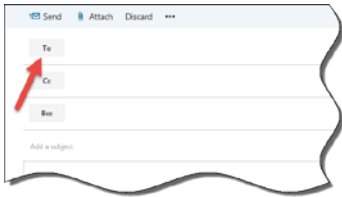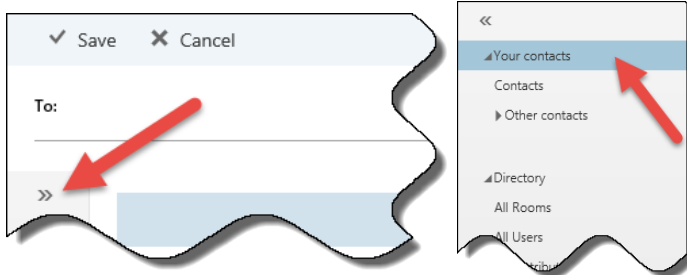# Office 365 Webmail

Using a contact or contact list (which you have created)
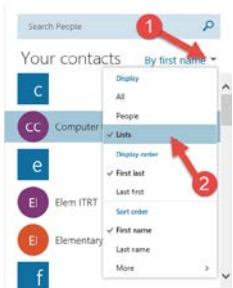
1. New Email
2. In the new email message, click **To**.

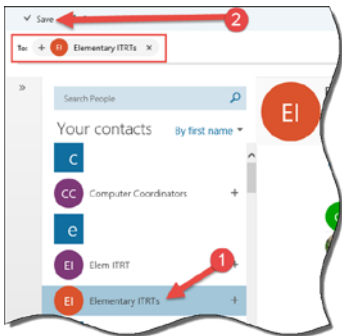3. Click on the **<<** and select **Your contacts**.

4. Display your Lists by clicking the dropdown arrow and choosing **Lists**.

5. If needed, then type the name of the **List** in the search box.
6. Double click on the List you want to use and click **Save.**

This should add the list to your email message.