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Creating a contacts list:

1. Click the People button along the left bar.
2. Find the words "New contact" in the upper left, then click the down arrow to the right.
3. Choose "New contact list" from the menu.  
A "New contact list" screen will show.
4. Type in a name for your list.
5. You must add at least one person's email to your new list now before you can create it.  
Do this by typing an email address in the empty box under "Add email addresses", then click ADD.  
As you type a list of addresses will show.  
You can choose them off the list if you like.
6. When done click the CREATE button at the bottom.  
If you click the "X" that cancels your changes.

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Bringing up a list to see who is in it:

1. Click the People button along the left bar.
2. Click "All contact lists" along the left side.
3. Click the list you want in the middle.
4. The people in the list show on the right side.

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Adding contacts to an existing list method 1:

Use this method if they are already in your contacts.

1. Click the People button along the left bar.
2. Click to checkmark each person you want to add.
3. Click "Add to list"
4. Click the "+" symbol by the list.

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Adding contacts to an existing list method 2:

Use this method if they are NOT in your contacts.  
Note - this adds people to the list but not to your normal contacts list.

1. Click the People button along the left bar.
2. Click "All contact lists" along the left side.
3. Click the list you want in the middle.
4. The people in the list show on the right side.
5. Click "Edit" along the top of the list.  
This brings up an "Edit contact list" screen.
6. Click inside the "Add email addresses" field.  
Type in an email address then click ADD.  
As you type, a list of addresses will show.  
You can choose them off the list if you like.
7. When done click the SAVE button at the bottom.  
If you click the "X" that cancels your changes.

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Removing people from an existing list:

1. Click the People button along the left bar.
  2. Click "All contact lists" along the left side.
  3. Click the list you want in the middle.
  4. The people in the list show on the right side.
  5. Click "Edit" along the top of the list.  
This brings up an "Edit contact list" screen.
  6. Click the "X" to the right of each person you want to remove from the list.
  7. When done click the SAVE button at the bottom.  
If you click the "X" that cancels your changes.
- Note - this only removes the people from the list, not from your normal contacts list if they are there.

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Removing an entire list:

1. Click the People button along the left bar.
  2. Click "All contact lists" along the left side.
  3. Click the list you want in the middle.
  4. Click "Delete" along the top of the list.
  5. Click "Delete" in the confirmation prompt.
- Note - this removes the list only, not anyone that is in your normal contacts list already.

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Getting out of contacts and back to your email:

Just click the word "Outlook" in the far upper left.