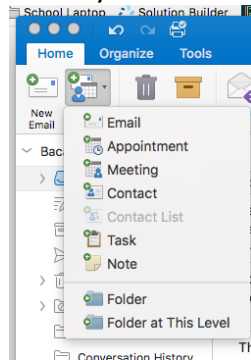
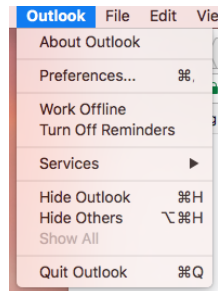


## Create a Contact List in Outlook

When you start using Outlook, you are unable to create Contact Lists.



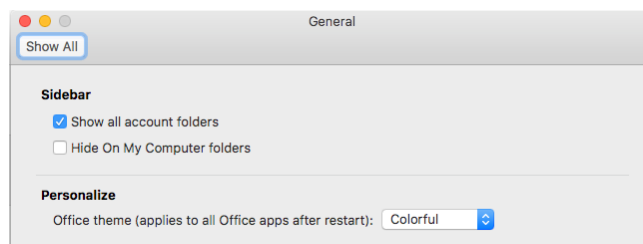
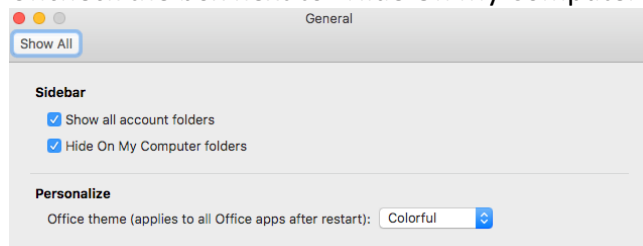
Go to Preferences from under the Outlook menu



Click on the General Preference Pane

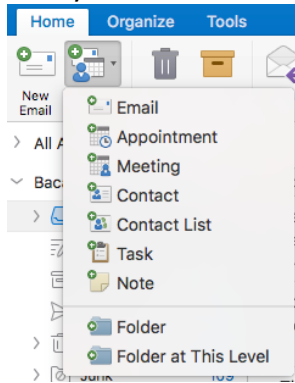


Uncheck the box next to “Hide On My Computer folders”



Close the Preferences window.

Now, you can create a Contact List. The Contact List is stored locally on your computer (it does not sync with the Office365/Exchange server online).



Double Click on each row in the list to add individuals.

A screenshot of the 'Untitled List' window in Outlook. The window has a blue title bar with the text 'Untitled List'. Below the title bar is a ribbon with the 'List' tab selected. The ribbon contains several groups of icons: 'Save & Close', 'Delete', 'Add', 'Remove', 'Email', 'Meeting', 'Categorize', and 'Follow Up'. Below the ribbon is a text box labeled 'Untitled List' with a blue border. Below the text box is a checkbox labeled 'Use Bcc to hide member information'. Below the checkbox is a table with two columns: 'Name' and 'E-mail'. The table has a header row and several empty rows. The text 'Double-click to add' is displayed in the first empty row of the table.