

Contact Groups Vs Outlook Groups

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Date: November 2024

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A Contact List (Formerly known as a distribution list) is a convenient way to send email messages or meeting invitations to many people at once.

*Outlook Groups meets those simple needs **and** provides added value with a shared membership with a mailbox, calendar, Planner and other features.*

Objectives:

- Note the difference between an Outlook Group and a Contact Group
- Explain what Groups Share
- Create and Edit a Contact List
- Create and Edit a Group


Contact Group AKA Contact List Vs Group

A contact list (Formerly known as a Distribution List) is a collection of email addresses and is useful for sending emails to a group or inviting multiple people to a meeting.


If you want more robust functionality with your contact list, you may want to create a **Group** instead.

Contact Group (AKA Contact List, Formerly Known as Distribution List)


Create a Contact Group

1. On the side panel, select  **People**.
2. Select the contact you would like to add to a new contact list.
3. Select **Add to list** by either right-clicking the contact or selecting it from the **Ribbon**, then select **New contact list**.

Edit a Contact Group

1. On the side panel, select  **People**.
2. Select **All contact lists**, then select **Edit** by either right-clicking the contact list or selecting it from the **Ribbon**.
3. You'll have the option to rename the contact list, add additional contacts to the list, or add a Description to the list.
4. When you are finished, select **Save**.

Delete a Contact Group

1. On the side panel, select  **People**.
2. Select **All contact lists**, then select **Delete** by either right-clicking the contact list or selecting it from the **Ribbon**.
3. Select **Delete** again to confirm. Contacts are not deleted, only the contact list.

Send a Message or Meeting Invite Using a Contact Group

1. Create a new email or meeting request
2. Type the name of the Contact Group in the TO field

If you are unsure of the Contact Group Name, click on the TO button and look in your address book for the Group.

3. Send the email or meeting request as you normally would.

NOTE: You can expand the group name to see all the members. This can be useful if the meeting or email needs to go to most but not all members of the list.

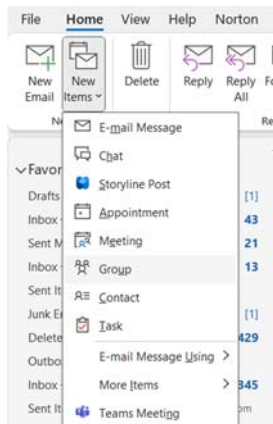
Group Features

When you create a group and add members, Outlook automatically creates and assigns permissions for your group members for the following features.

- **Shared Mailbox**—For email conversations between your members. This inbox has an email address and can be set to accept messages from people outside the group and even outside your organization, much like a traditional distribution list.
- **Shared Calendar**—For scheduling events related to the group.
- **SharePoint Document Library**—A central place for the group to store and share files.
- **Shared OneNote Notebook**—For gathering ideas, research, and information.
- **SharePoint Team site**—A central repository for information, links, and content relating to your group.
- **Planner**—For assigning and managing project tasks among your group members.

Create a Group

1. Home → New → New Items drop-down → Group.



2. Name Your Group.
3. Select the privacy setting.
4. Select Create

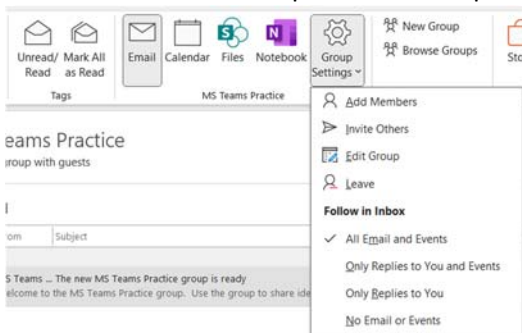
!IMPORTANT!

Groups are **Private** by default. This permission setting indicates that the group can only be viewed by members of the group and requires a group owner's permission to join. **Public** groups can be

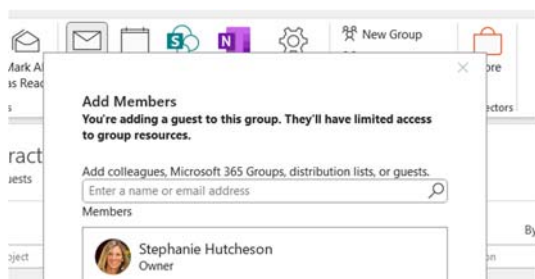
viewed, and joined, by anybody in your organization. Neither setting exposes your groups to people outside the organization unless you specifically invite them as guests.

Add Members to the Group.

1. Find and Select your **Group** on the navigation pane below your mailbox in the **Groups** section.
2. Home→The Group Name→Group Settings Drop-Down



3. Choose Add Members



4. Type the name or email address of each person you want to add in the field provided. **Each of them will receive an email message welcoming them to the group and giving them convenient links to access group content.**

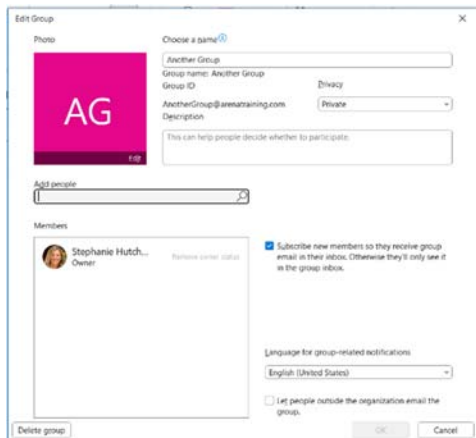
PUT (Power User Tip) If you want to add all of the members of an existing Contact List (formerly distribution list), just type the name of the distribution list and they'll all be added in one step.

Edit The Group

1. Find and Select your **Group** on the navigation pane below your mailbox in the **Groups** section.
2. Home→The Group Name→Group Settings Drop-Down.
3. Choose the category with which you want to work and follow the instructions on the pop up.

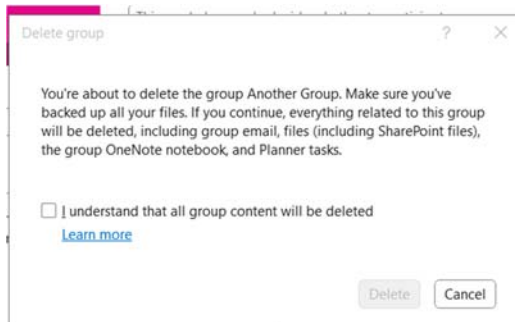
Delete the Group

1. Find and Select your **Group** on the navigation pane below your mailbox in the **Groups** section.
2. Home→The Group Name→Group Settings Drop-Down.
3. Choose Edit.
4. Select Delete at the bottom left side of the pop up.



!IMPORTANT!

Read the warning in the dialog box! Everything, emails included will be deleted that are contained in the group.



Send a Message or Meeting Invite Using a Group

1. Find and Select your **Group** on the navigation pane below your mailbox in the **Groups** section.
2. Create a new email or meeting request using the ribbon while your group is selected.
3. Note the Name of the group automatically appears in the **TO** area.
4. Send the message or meeting invite a you normally would.

PUT (Power User Tip) Add guests from outside of your organization by the same method.

!IMPORTANT!

By default, guests are subscribed to the group and will receive all group conversations and events in their inboxes. Guests can't unsubscribe from group emails while they're a member of the group. Guests can leave the group at any time via a link in the footer of all group email messages and calendar invitations.

When a guest is invited to join a group, they receive a welcome email message that includes a little information about the group and what they can expect now that they're a member. The message also includes a set of links to help them get started and connect to group resources.

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The following table summarizes what Guest Permissions

Create a group	No
Add/remove group members	No
Delete a group	No

Join a group	Yes, by invitation
Start a conversation	Yes
Reply to a conversation	Yes



Search for a conversation	Yes
@mention a person in the group	No
Pin/Favorite a group	No
Delete a conversation	Yes
"Like" messages	No
Manage meetings	No
View group calendar	No

Modify calendar events	No
Add a group calendar to a personal calendar	No
View and edit group files	Yes, if enabled by tenant admin
Access the group OneNote notebook	Yes, access from welcome email
Browse groups	No

Summary

In Microsoft Office 365, **Contact** Groups or lists are used for sending emails to multiple recipients, while **Groups** are used for **collaboration** and editing documents. Groups have a **shared mailbox and calendar, so emails are stored in a separate mailbox** for all list members.

Hope this helps clear up the confusion between the groups!