

Distribution Lists Save-Restore

The instructions listed below must be performed from the Outlook Desktop client:

Save Contact Group(s):

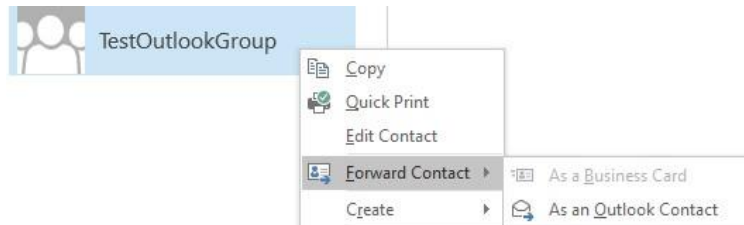
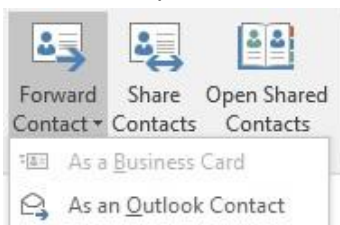
- 1) Prior to the O365 Migration
- 2) Go to the “My Contacts” screen
 - Access via the “People” icon on the bottom left



- 3) Select the Contact Group you want to save
 - You can also select multiple Contact Groups using the “shift” key. (Hold and select groups)

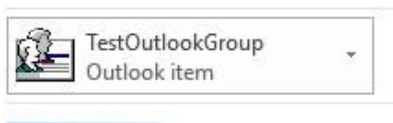


- 4) Click the “Forward Contact” option from the toolbar or Right-click and select “Forward Contact”
 - Select the “As an Outlook Contact”
 - Email to yourself



Recover Contact Group(s):

1. After the O365 Migration
2. Open the email with the contact groups 3. Select the contact attachment(s)



4. Drag & drop into the “People” icon



5. Confirm contact group is available