Stirling and Clackmannanshire Education Service

20#20 Excellence in Learning Technology

A 5-Year Ambitious, Aspirational and Achievable ICT Strategy

Know Your Glow – Email Migration

4. How to manage contacts/people in Outlook O365

This help sheet shows how to import, export and access contacts

Why do this?

In GLOW Office 365, the national directory includes everybody in Scottish Education. This allows you to find colleagues in other establishments or other local authorities. However, this can also make it difficult to quickly find people that you frequently contact. It is helpful to import your own frequent contacts and distribution lists into your own personal contact list in O365.

What else do I need to know?

There are a number of ways of adding people and lists to your personal directory. Perhaps the two most important methods initially are

- to add contacts from your establishment, other establishments and the wider local authority

  ✓ This will allow you to find individuals quickly

- to add whole distribution lists, e.g. email "all Balfron High School staff"

  ✓ This will allow you to mass email groups of staff without needing to add names individually

What are the steps?

1. Log in to Glow at https://glow.rmunify.com

2. Click on In the Shared Launch Pads, select the "Stirling Council" option.

3. Click on the Outlook tile
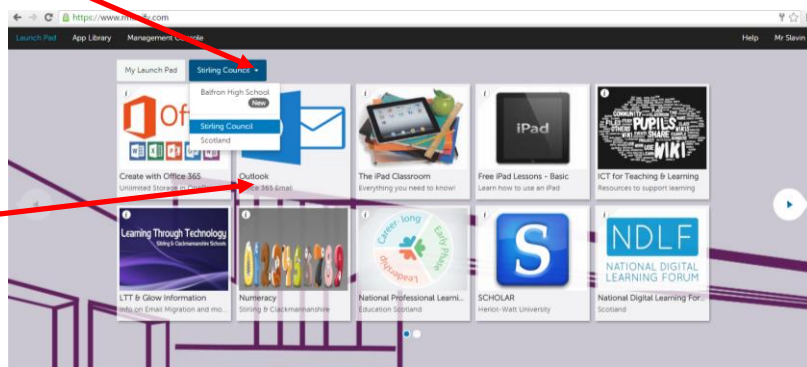
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4. Once Outlook has opened, click on to the O365 app launcher, and select People

Use these options to manage your contacts
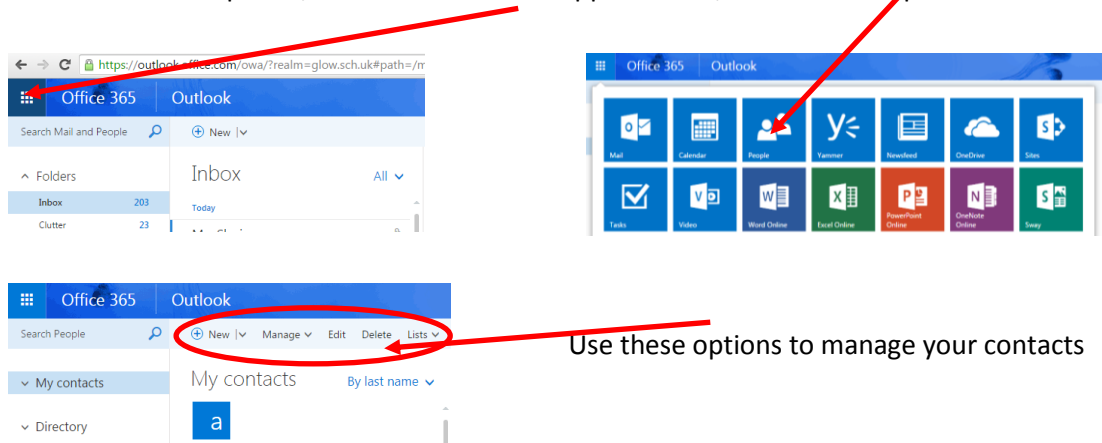
5. To bulk import a CSV file containing many individual contacts, click on Manage, then Import.

You will be asked to browse to a CSV file of your contacts that you have prepared earlier. The CSV file must be setup and populated in a very specific way – download this file to use as a template:

http://download.microsoft.com/download/5/B/2/5B2108F8-112B-4913-A761-38AFF2FD8598/Sample%20CSV%20file%20for%20importing%20contacts.csv

Once you have imported the CSV, it automatically adds all the users in the CSV into your personal contacts. These contacts then take priority of the national directory when you search or email.

➢   For more detailed instructions, click here: https://support.office.com/en-us/article/Import-contacts-into-Outlook-Web-App-096d266e-c950-49de-8340-ce40363cb1f5

6. **To add entire distribution lists received by email:**

    a. Double click to open the email in its own window,

    b. Then in the main window, click on the app launcher and open People.

    c. Bring the email window on top of the People window

    d. Drag the attached file from the email onto Contacts
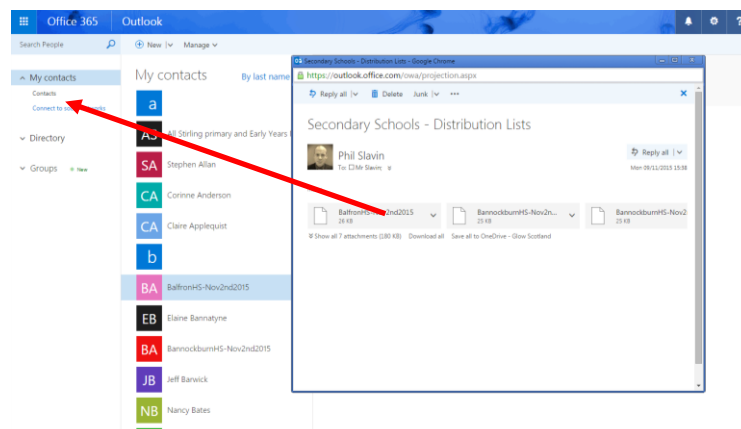
    e. The contacts list will be added to your personal contacts

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What else can I do with contacts?

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