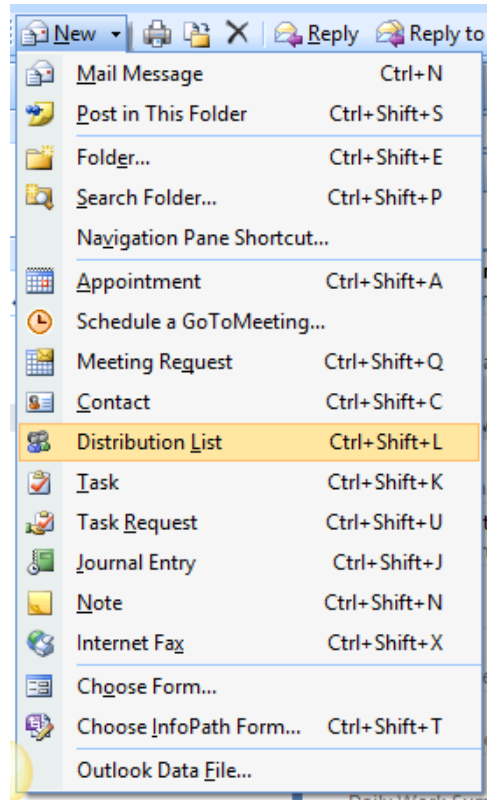
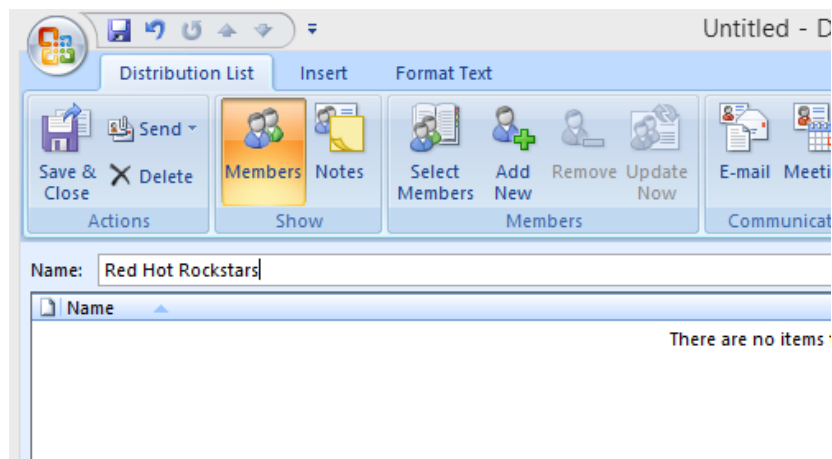


How To Create A Distribution List In Outlook

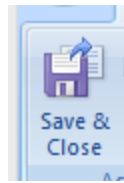
1. Click the arrow next to “New.” In the dropdown box, click “Distribution List.”



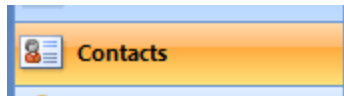
2. Name the list.



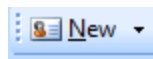
3. Click “Save and Close.”



4. Click on “Contacts.”



5. Click “New” to create a new contact(s).



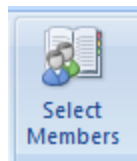
6. Create a new contact(s) if necessary to include in your distribution list.

A screenshot of the Microsoft Office Outlook contact form. The form is titled "Untitled" and has a ribbon with "Contact", "Insert", and "Format Text" tabs. The "Contact" tab is active, showing a ribbon with "Actions" (Save & Close, Send, Delete), "Show" (General, Details, Certificates, All Fields), and "Communicate" (E-mail, Meeting, Call). The form fields are organized into sections: "Full Name..." (text box), "Company:" (text box), "Job title:" (text box), "File as:" (text box with a dropdown arrow), "Internet" (E-mail... dropdown, Display as: text box, Web page address: text box, IM address: text box), "Phone numbers" (Business... dropdown, Home... dropdown, Business Fax... dropdown, Mobile... dropdown), and "Addresses" (Business... dropdown, This is the mailing address checkbox). A "Notes" pane is visible on the right side of the form.

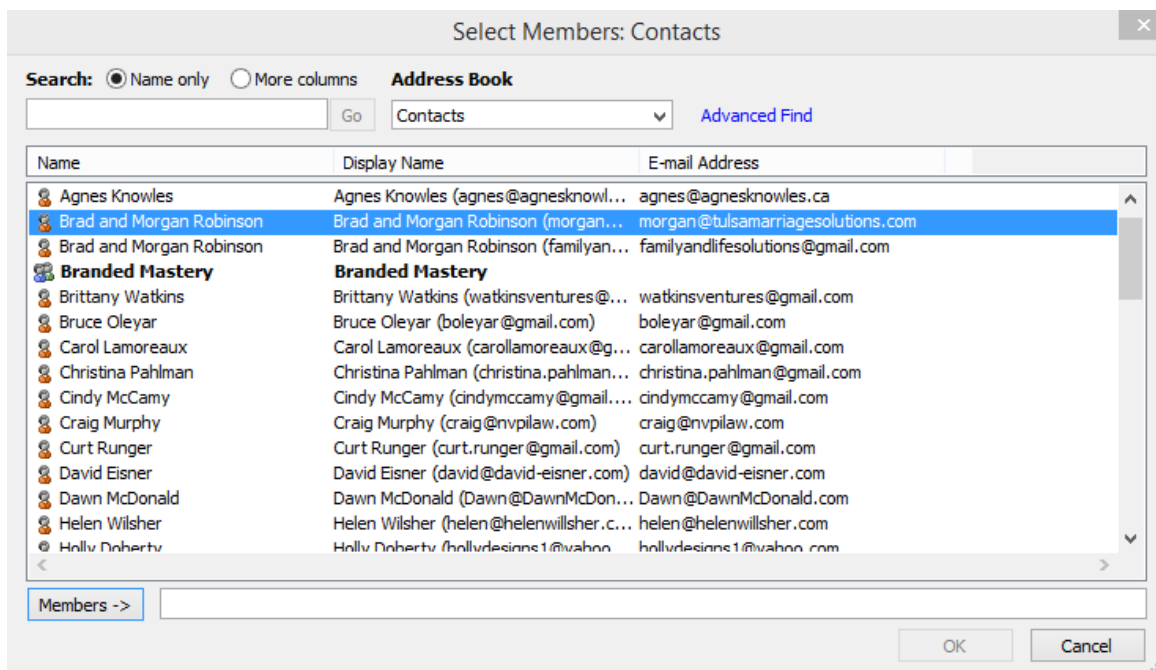
7. After all of the contacts are saved, find the distribution list under “Contacts.” Double click on the Group to open it.



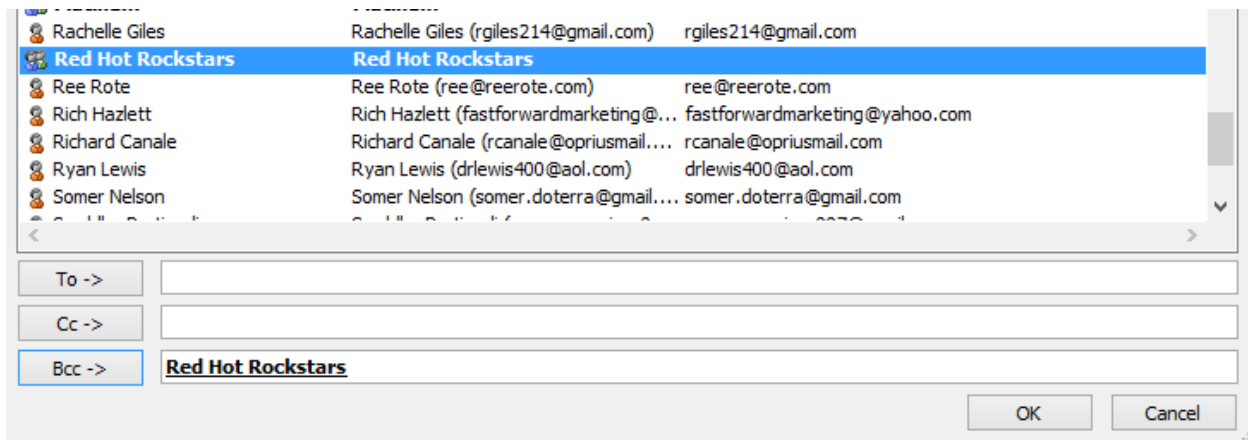
8. Click “Select Members.”



9. Double click each contact that you need to add to the list. Then, click “OK.”



10. The next time you need to send an email to that entire list, click on “To...” (or Cc...) and then find the bolded distribution list. Click the desired field (To, Cc or Bcc) to add it. Then, click “OK.”



11. The list will appear in the “To...” (or Cc.../Bcc...) field. Compose your email and send!

