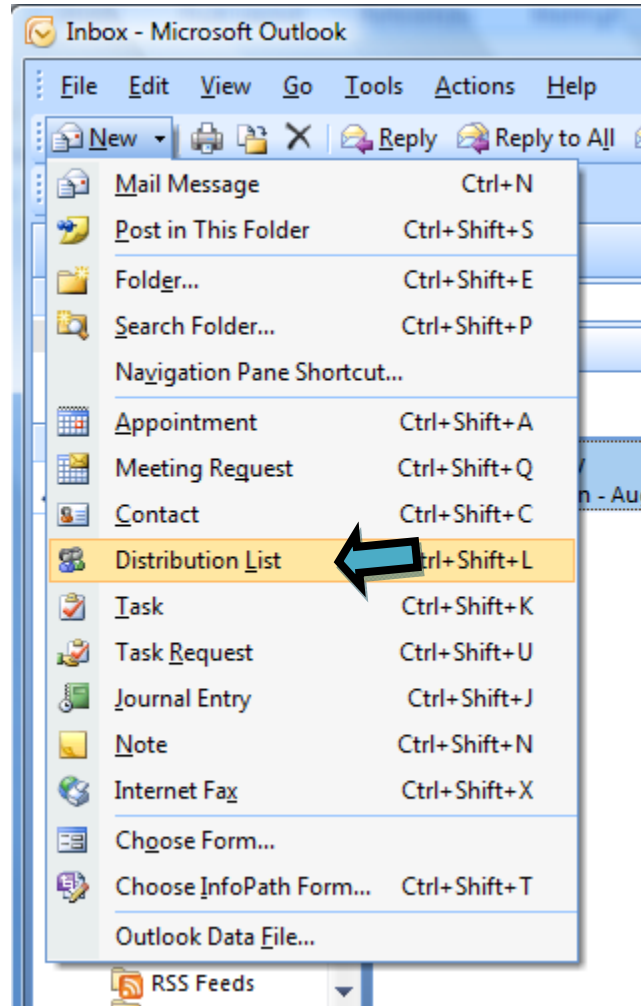


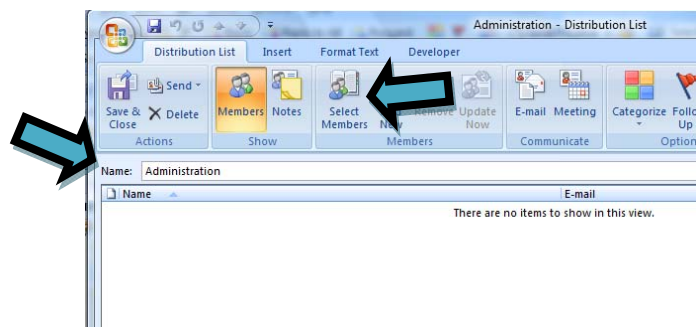
OUTLOOK

Creating a Distribution List

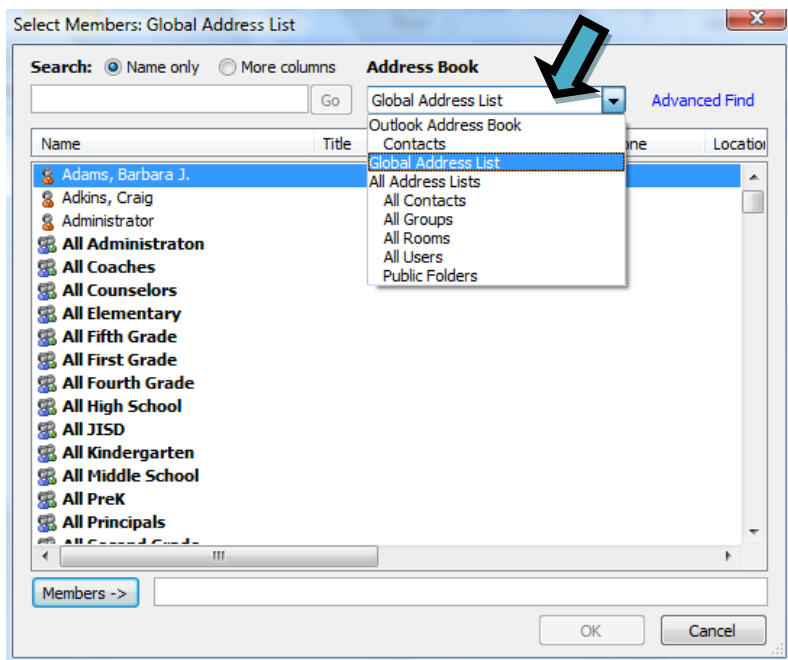
1. Open Outlook
2. Click the down arrow of the New Button and select Distribution List.



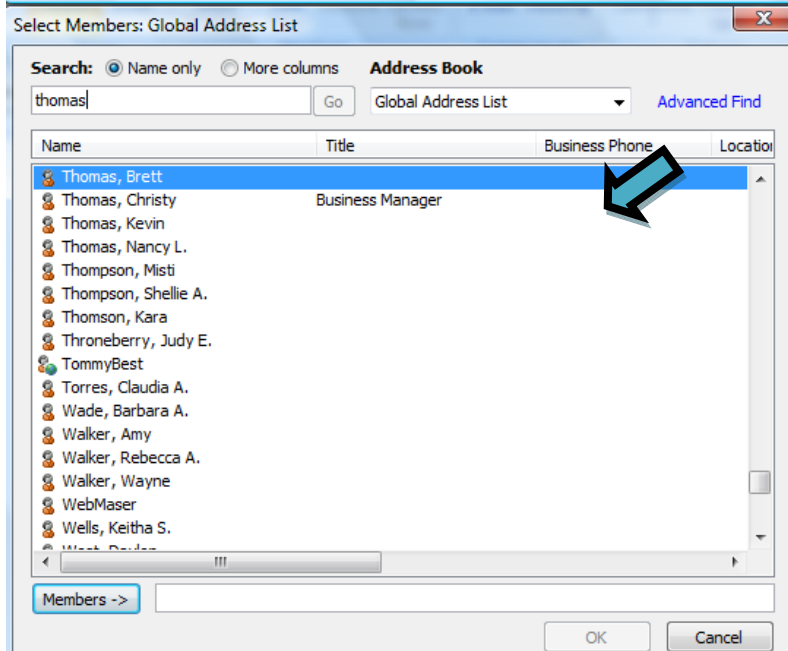
3. Title the Distribution List
4. Click the Select Members Button



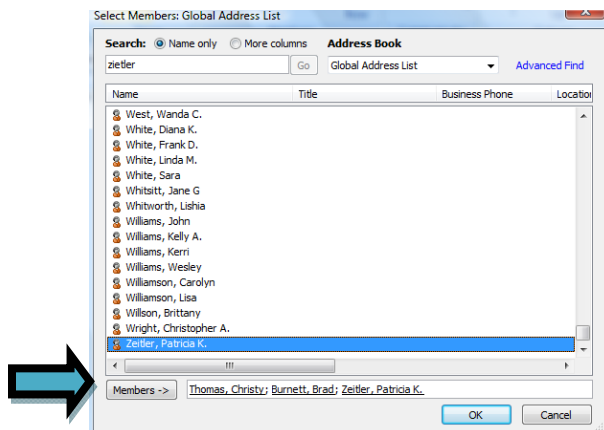
5. Select which Address Book



6. Enter the name in the search box. Double click the correct contact and click ok



7. Notice that you can select all of the members before clicking the OK button



8. The email addresses show on the right column

9. When finished adding members click the Save & Close button

10. Open a new email. Click the To button. Navigate to Outlook Address Book>Contacts. Your distribution list has been added. Click the list to send to everyone contact listed for that distribution list.

