

Creating a Distribution List in Outlook

A distribution list can be made of groups of email addresses you often send mail to. This way you do not need to enter email addresses for each individual you wish to include in your list. Create lists by following these simple steps:

1. Enter the Outlook program as you normally do.
2. Click on the **Contacts** button in the lower left corner of the box.
3. Click on the little black down arrow beside **New**. (Do not click New)
4. Click on **Distribution list**
5. Click **Select Members**
6. Enter the first name of the first person you wish to include in your list in the box that is near the top of the box that pops up.
7. Slide down and click on the person's name that you wish to include as soon as you see it.
8. Click the **Members** button below the selection box
9. Go to the box at the top named "**Type Name or select from list:**" and clear the box.
10. Enter the next name you wish to include and slide down and click that person's name.
11. Click on the **Members** button below the selection box.
12. Repeat steps 9-11 for all the names of people you wish to include.
13. After including all the people you wish to have in your list, click the **OK** button at the bottom of the box
14. Click in the **Name** box close to the top of the box.
15. Enter name that you wish to give your distribution list in the name box.
16. Click the **Save and Close** button above the name box.

Your list is now complete and ready for use.

