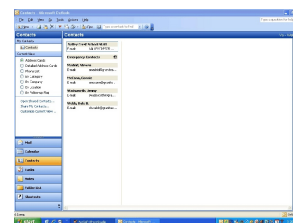
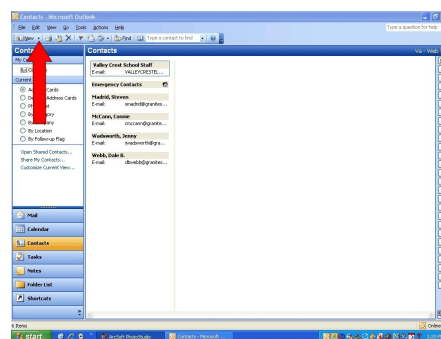


# Creating an Emergency Email List in Outlook

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 **jane** in the box near the top of the box that pops up.
7. Slide down and click on **Jane A. McClure**.
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 **helen**
11. Slide down and click on **Helen E. Ledbettter**
12. Click on the **Members** button below the selection box
13. Go to the top box named “**Type Name or select from list:**” and clear the box
14. Enter **tina**
15. Slide down and click on **Tina West**
16. Click on the **Members** button below the selection box
17. Go to the top box named “**Type Name or select from list:**” and clear the box
18. Enter **tawni**
19. Slide down and click on **Tawni Brown**
20. Click on the **Members** button below the selection box
21. Go to the top box named “**Type Name or select from list:**” and clear the box
22. Enter **mindy**
23. Slide down and click on **Mindy Anderson**
24. Click on the **Members** button below the selection box
25. Go to the top box named “**Type Name or select from list:**” and clear the box
26. Enter **jessie**
27. Slide down and click on **Jessie E. Garcia**
28. Click on the **Members** button below the selection box
29. Click the **OK** button at the bottom of the box
30. Click in the **Name** box close to the top of the box.
31. Enter **Emergency Contacts** as the name in the box.
32. Click the **Save and Close** button above the name box.

Your list is now complete and ready for use.