

Sharing a Distribution Email List

When you have created a list of email addresses in a distribution list that you wish to share with another Outlook user, the process is simple. Follow these steps:

1. Enter Outlook as you normally do from your desktop. This will not work from the web version of Outlook—the one you go to through the district web page.
2. Be sure you are on the email page. Click **New** in the upper left hand corner.
3. Your writing screen must appear in a tile that is smaller than the screen. If it is covering the whole screen, click the button next to the Red X in the upper right corner of the screen.
4. Click on your **Contacts** button in the lower left of the screen behind which you are writing. If the contact page covers your screen, you will have to reduce its size by clicking on the button next to the Red X in the upper right corner of the screen.
5. Adjust the size of these two screens so you can see them both at once.
6. Click on the email, or the distribution list you wish to share, and drag it to the writing area. The file will be attached as an attachment in the attachment area above the writing area.
7. Now enter the address of the recipient, the subject, and a short message in the writing area.
8. When you receive an email with a list sent like this, simply click on the attached file and drag and drop it on the contact button. It will be added to your contact list.