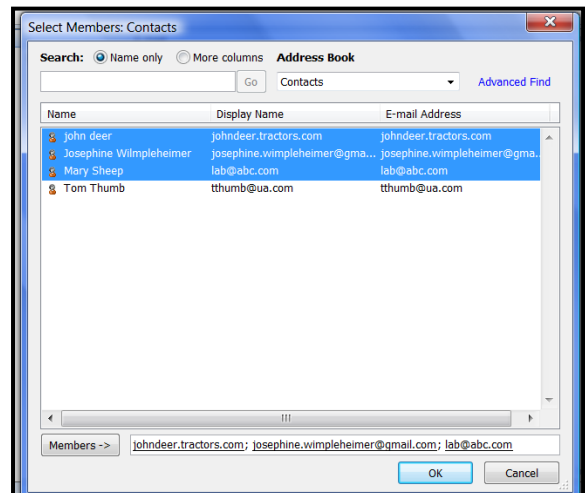
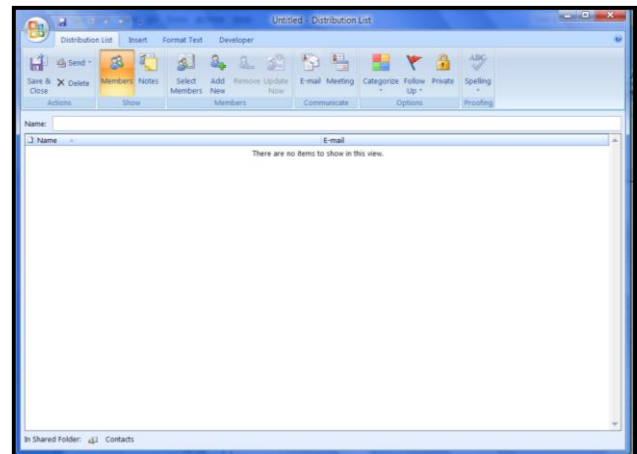
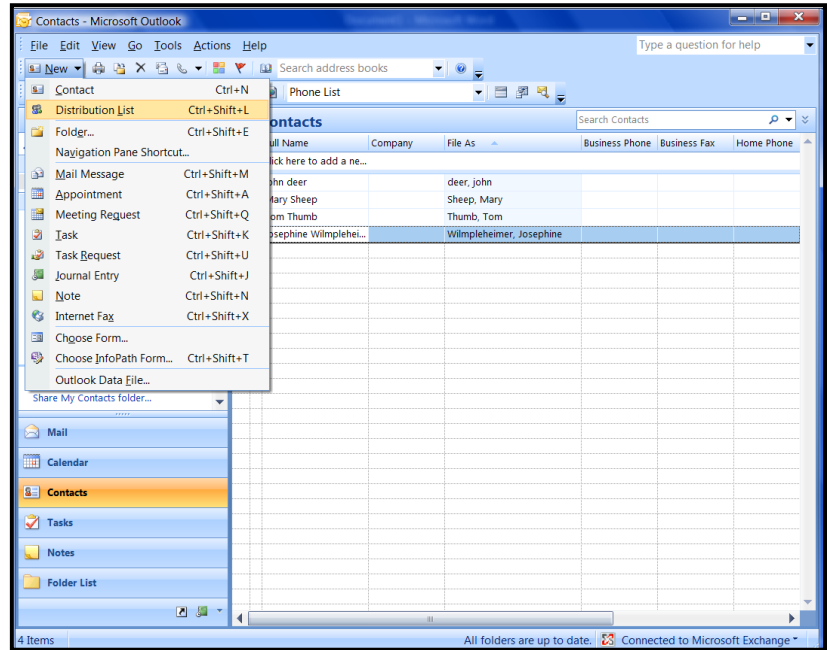


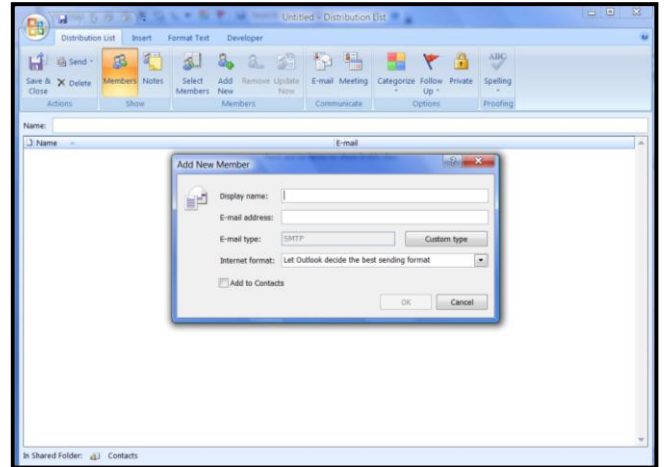
Outlook 2007: Creating a Distribution List

Creating a Distribution List

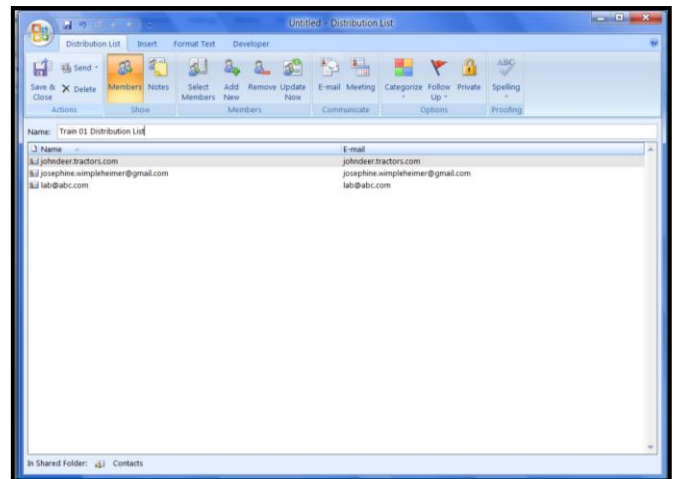
1. Open **Outlook**.
2. Click on **Contacts** in the **Navigational Pane**.
3. The user's contacts show in the window.
4. Click the **New Entry** button on the dialog box's toolbar.
5. Choose **Personal Distribution List** and the click **OK**.
6. A new window will appear.
7. If the names are already in **Contacts**, click on **Select Members**.
8. Select name(s) that you want to include in your distribution list and click **Members**.
9. Use **CTRL-Click** to select names from the list, or
10. Use **SHIFT-Click** to a group of names in order, or
11. **Single click** on a name.
12. **Single Click** on the **Members** button and the name(s) will be added to the member's box.
13. To add a name that is not in the **Contact's List**, click on the **Add New** button



14. If the name is not in **Contacts**, **Click** on the **Add New** button.
15. A new window will open.
16. Add the **display name**, **e-mail address** and choose whether or not to **add this name** to **Contacts**.
17. When all names have been added, add a distribution list name.



18. Place the insertion point in the **Name** box and enter a name for the list.



19. The name of the distribution list will be in your **Personal Address Book**.
20. Notice the **icon** before the **distribution list name**.

