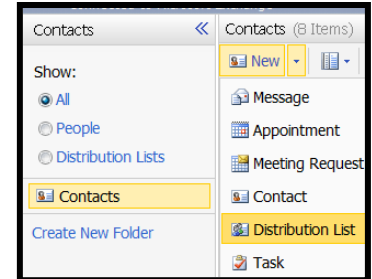


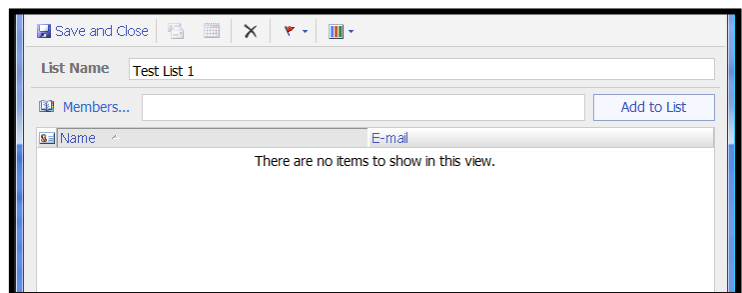
Outlook 2007: OWA Create a Distribution List

Create a Distribution List (Group) from Contacts

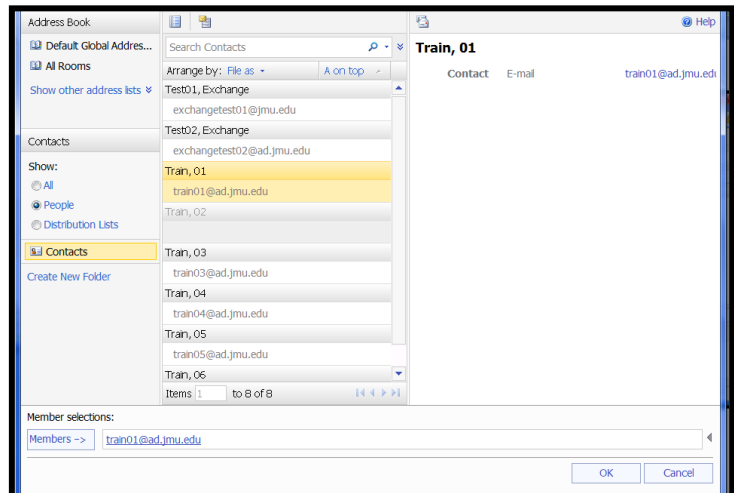
1. Click on **Contacts** in the left navigation bar.
2. Click on the **New** button.
3. A new window will appear.



4. Type a descriptive name in the **List Name** box.
5. To access names already in **Contacts**, click on **Members**.

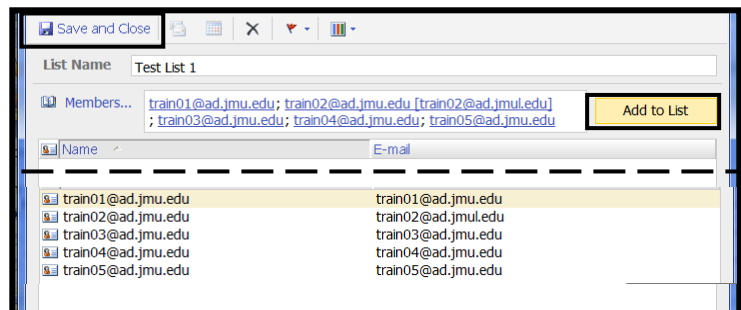


6. A window of **Contacts** for this account will open.
7. **Double-click** the names to be added to the list.
8. Names will be added to the **Members** section at the bottom of the window.
9. Continue **double-clicking** the names until the list is complete.
10. **Click** on **OK** in the lower right corner of the **Contacts** window.



A new **distribution list window** will open.

11. Click on **Add to List**.
12. The **e-mail names** will appear in the lower half of the window.
13. **Click** on **Save and Close**.



14. The **Distribution List** is finished and appears in **Contacts**.
15. Notice the **Icon** before the Distribution List Name.
16. When the **Distribution List** is **clicked** the members of the list appear on the right side of the window.

