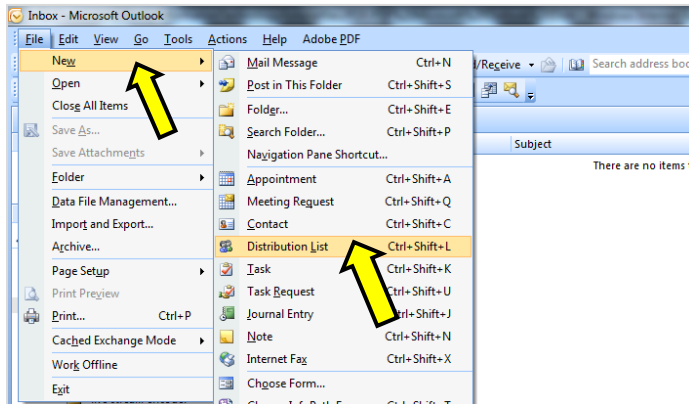


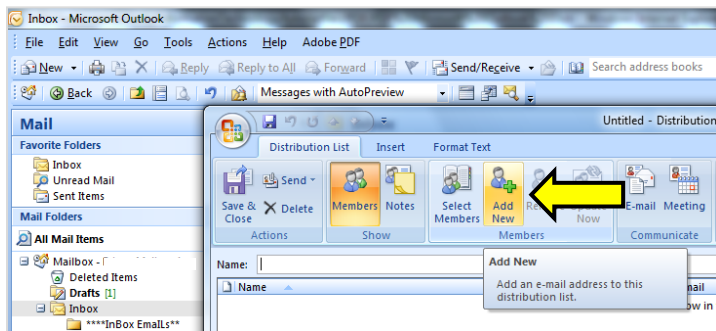
HOW TO CREATE DISTRIBUTION LISTS IN MICROSOFT OUTLOOK AND SEND AN EMAIL TO THE DISTRIBUTION LIST

Log on to your UAM email.

Click the **File** button, scroll over **New** and then click **Distribution List**.

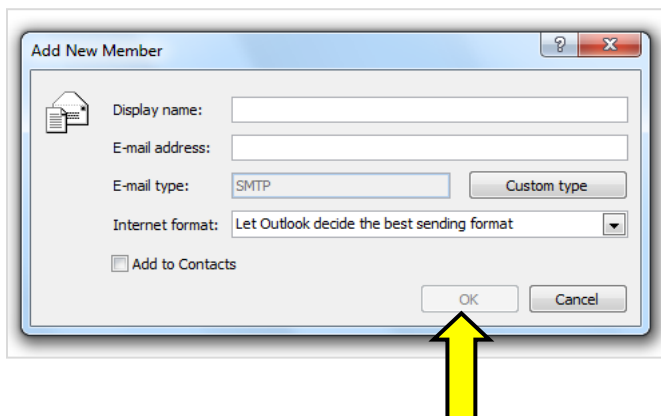


Click **Add New**

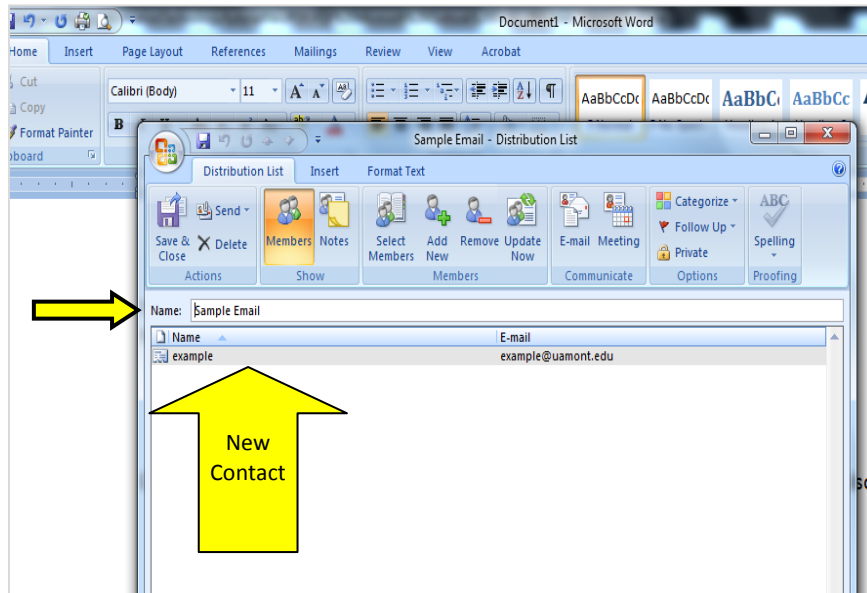


Enter the name of the person you wish to add in the Display name field. Then enter their email address in the Email address field.

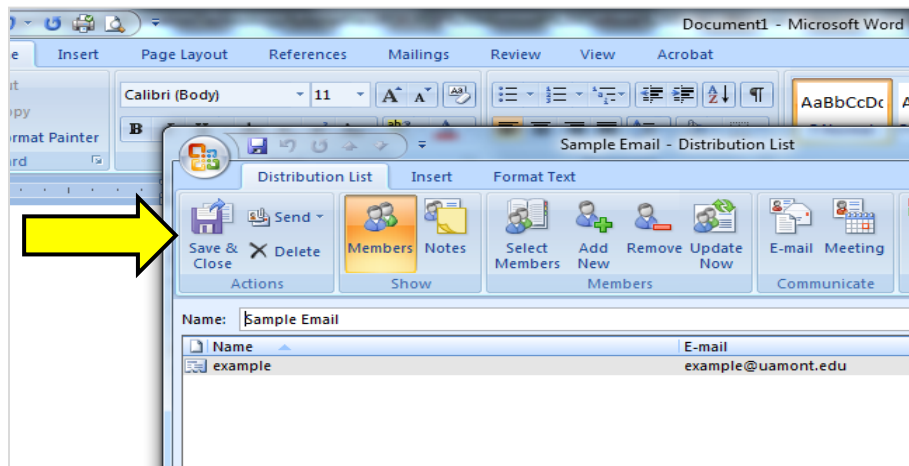
Click **OK**



Your new contact has now been added to your list.
Now, you can name your distribution list in the “Name” space provided.

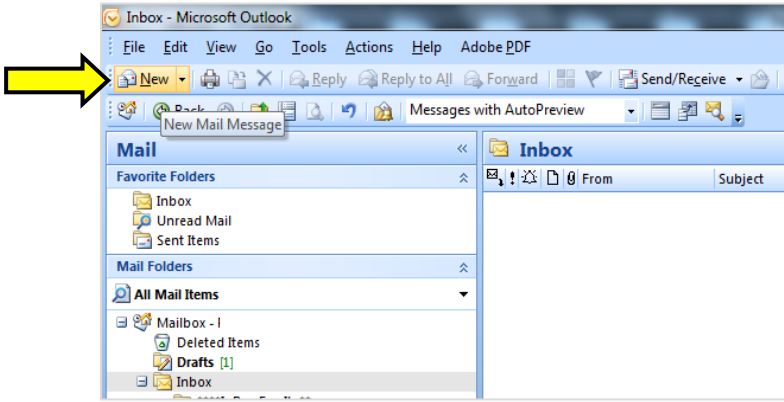


When finished, click **Save & Close**.

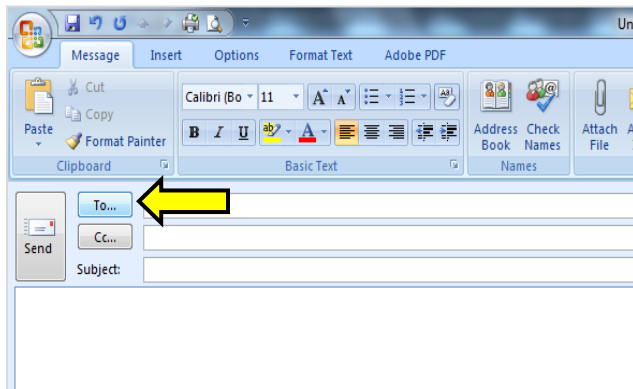


Now, you can send an email to the Distribution list.

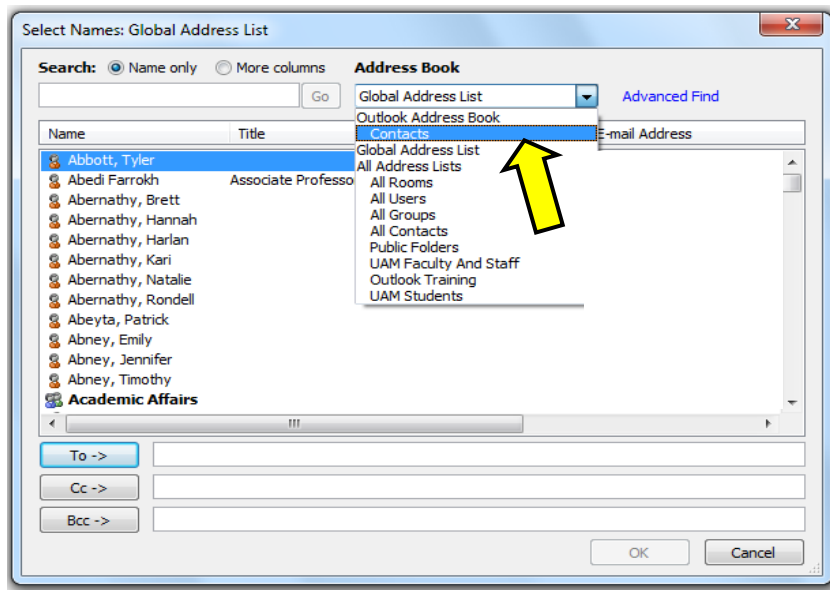
Click **New** (as to send a new email)



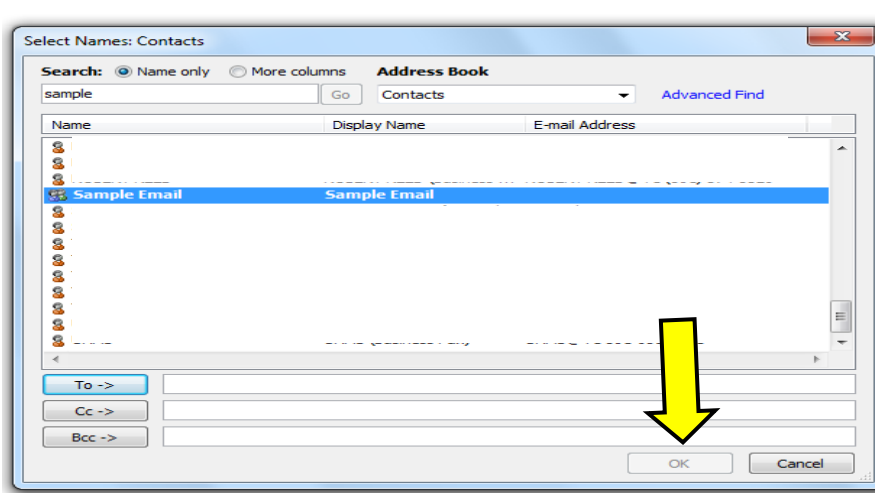
Click the **To** button



Click on the scroll down arrow (under Address Book) and find **Contacts**.



Now, select your new Distribution list and click **OK**.



You can now fill in the body of your e-mail and send your message.

Questions, call the IT Call Center 870-460-1820.