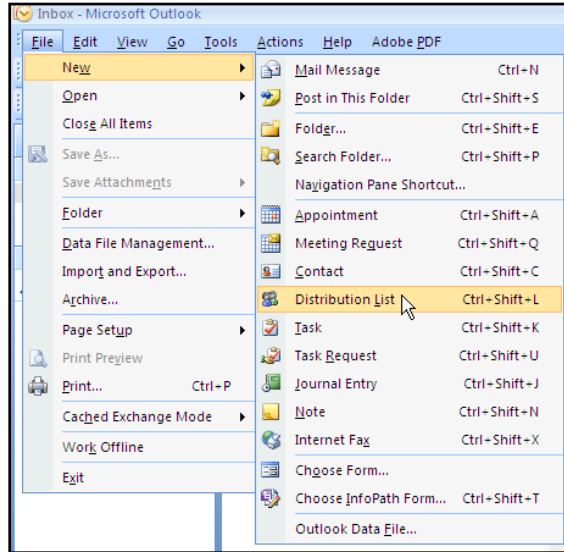


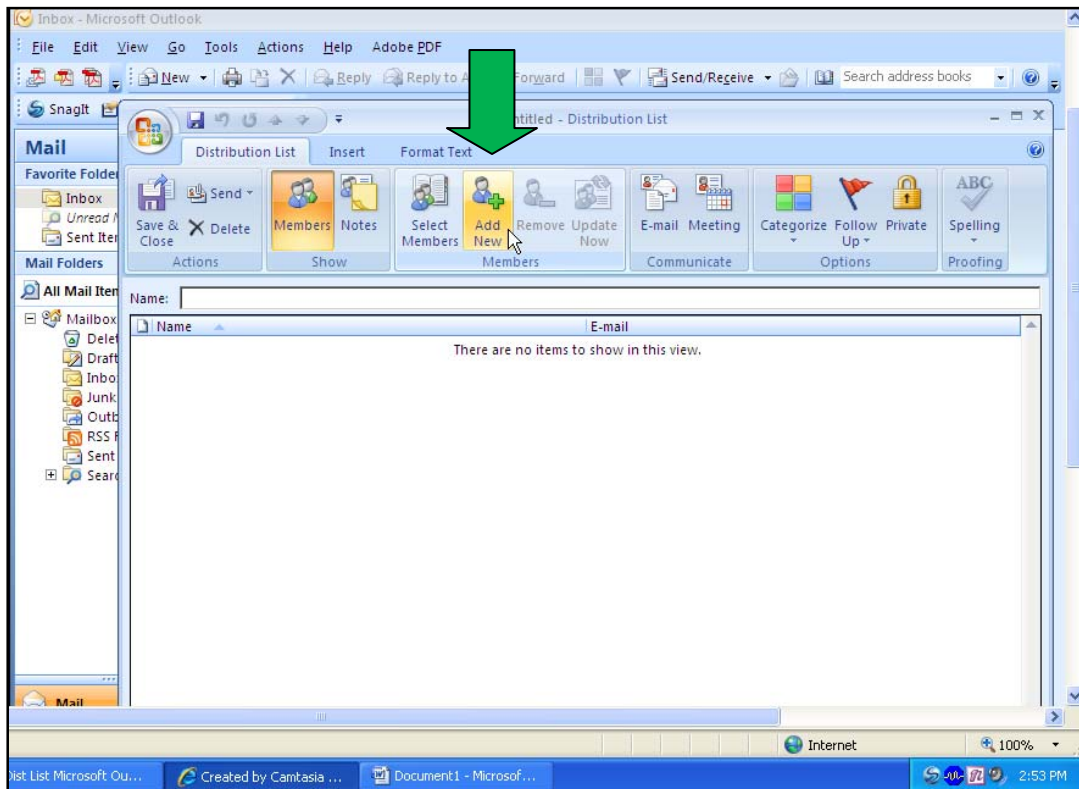
How to Create a Distribution List in Microsoft Outlook

First, Log in to Microsoft Outlook.

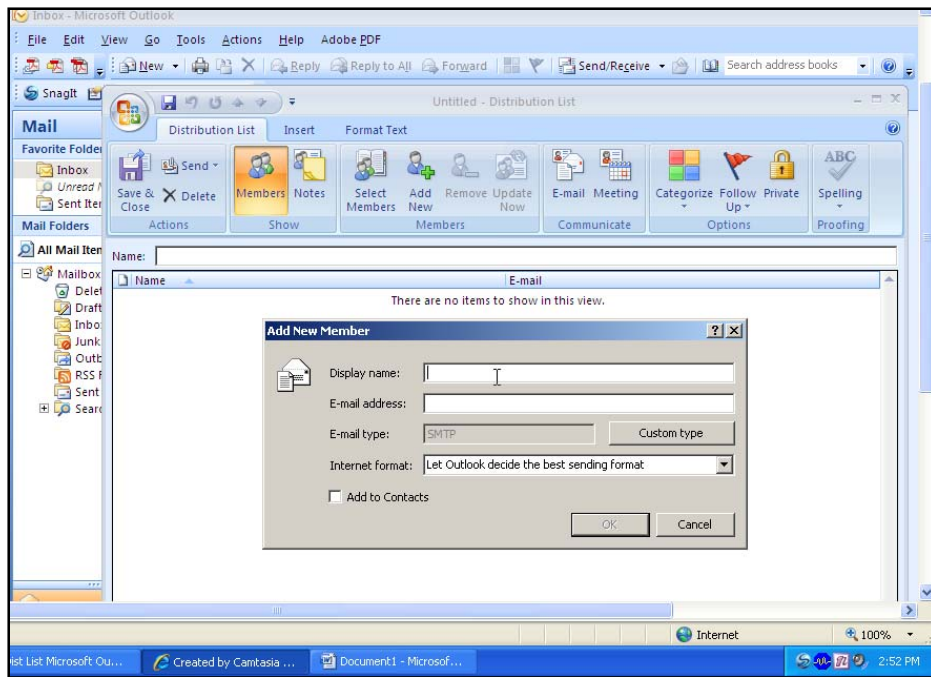
Once you are logged in, click on the **File** button. Next scroll over **New** and click on **Distribution List**.



Click on the **Add New** button.

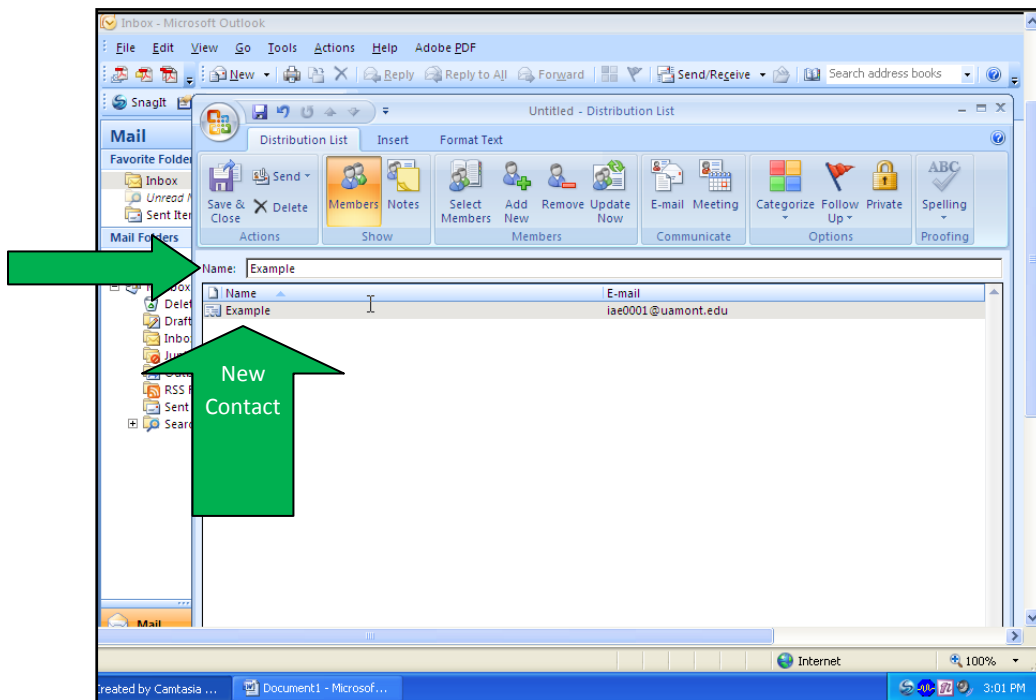


Type the name of the person you would like to add to this list in the space provided entitled **Display Name**.
Next, enter the e-mail address that corresponds to the name. When finished, click **OK**.



This person has now been added to your Distribution List.

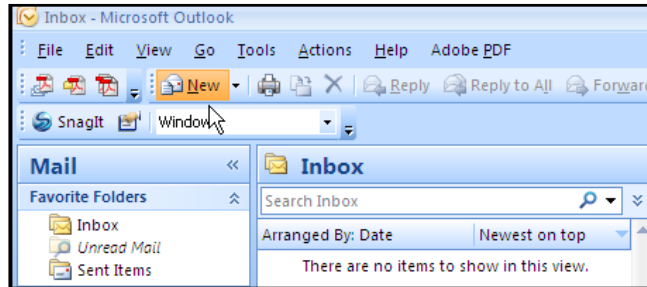
Once you've clicked **OK**, you can name your list in the space provided. You can also see the contact that you added to the list.



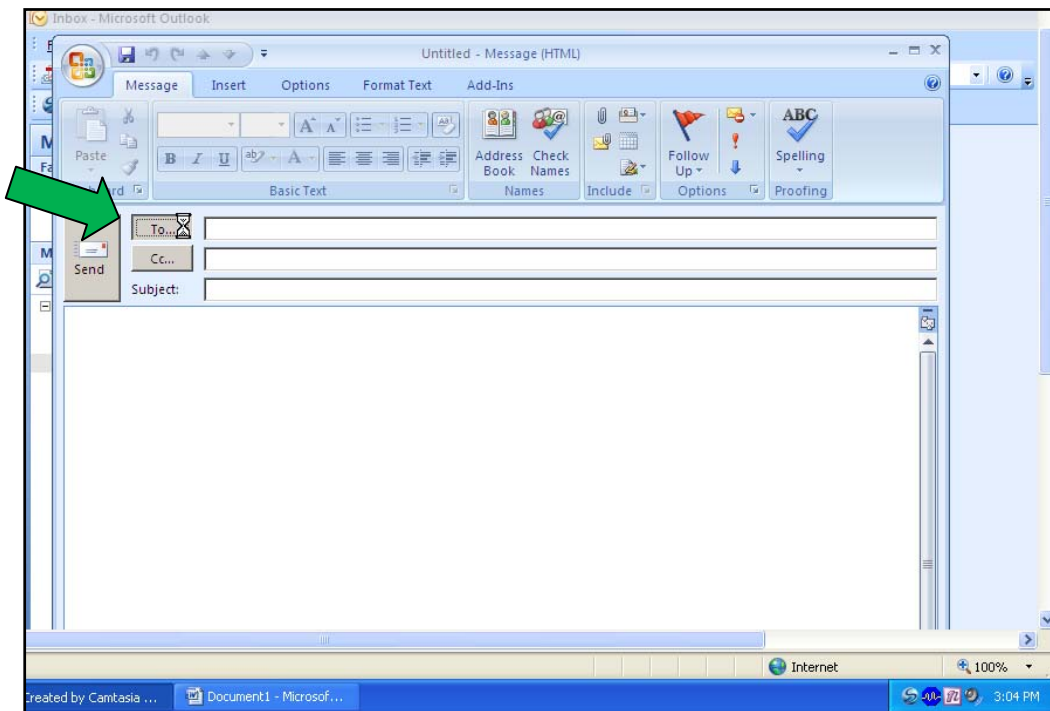
Click **Save & Close** when finished.

Next, you will see how to send an e-mail to the new Distribution List.

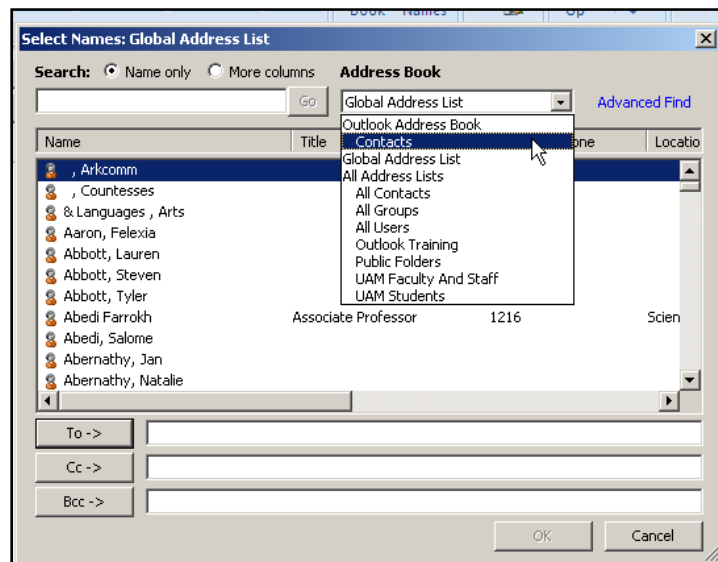
Click **New** (as in new e-mail).



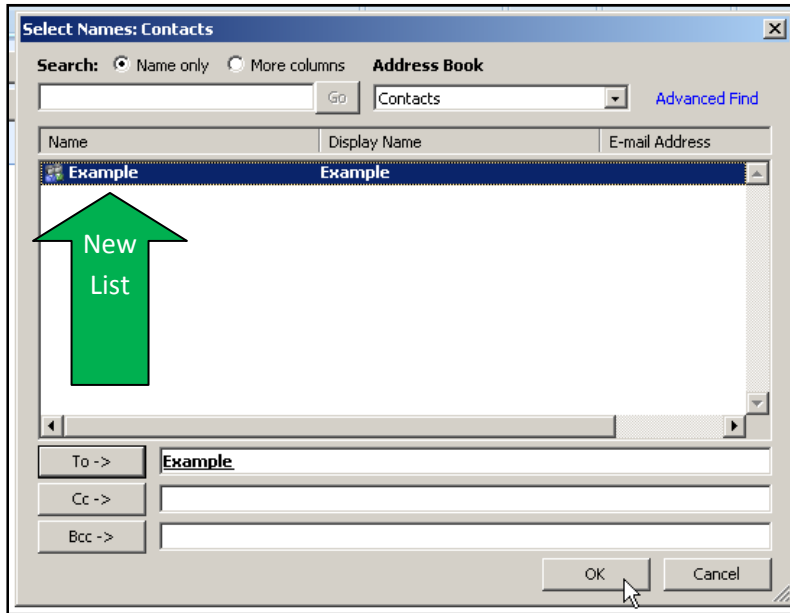
A new blank e-mail dialog box will appear. Click on the **To** button.



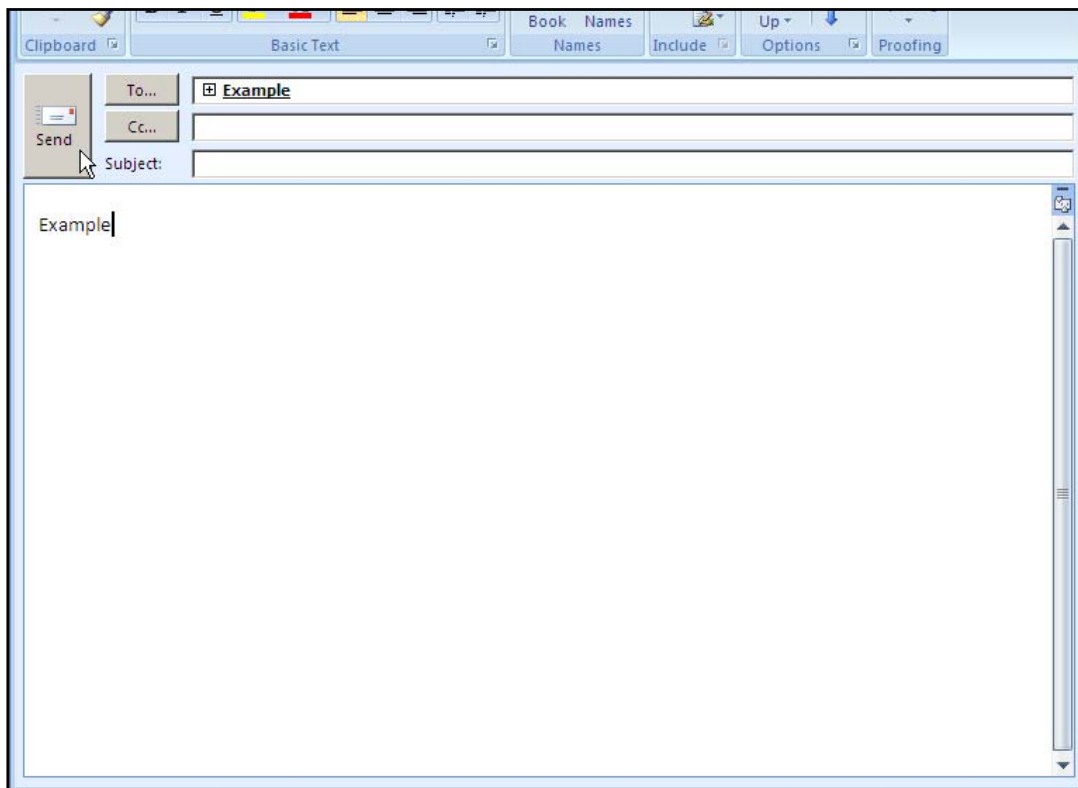
Click on the second scroll arrow and click on **Contacts**.



Now, select your new Distribution List and Click **OK**.



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



You have successfully completed this tutorial.

Questions? Call 870-460-1820