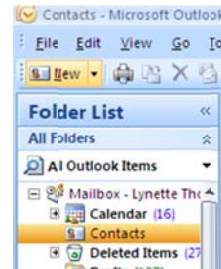
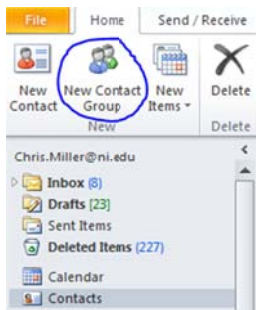


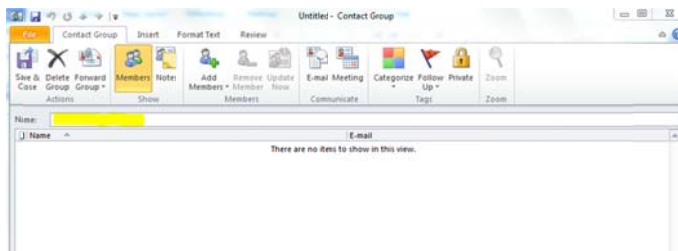
Creating a Distribution List in Outlook

Are you tired of entering each name separately when you email that special group? The following steps will help you create a group that you can email with a click of a button.

1. Click on 'Contacts' folder from the folder list.
2. Click the 'New Contact Group' button



3. Type in a name for your distribution list.



4. Click on the 'Add Members' button
 - a. Select one of the following
 - i. From Outlook Contact
 - ii. From Address Book
5. Select each name by highlighting individual records and clicking the 'Member' button. (Repeat for all)
6. Once you have added all of the members, "Save & Close".

To Access, View or Edit a Distribution List in Outlook

1. Click on the Contacts Folder from the folder list.
2. Select by double clicking on the desired list name to view the members.
3. You can select 'Members' and either 'Add New' or 'Remove' to edit your list.
4. Always 'Save' your list when finished with your changes.