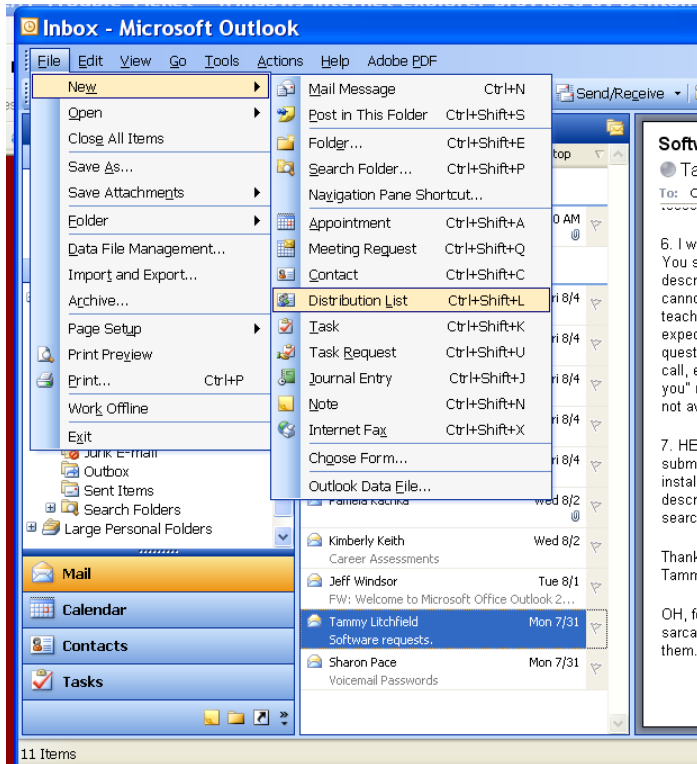


# Creating a Distribution List (Group List) in Outlook

Create and personalize distribution lists in Outlook

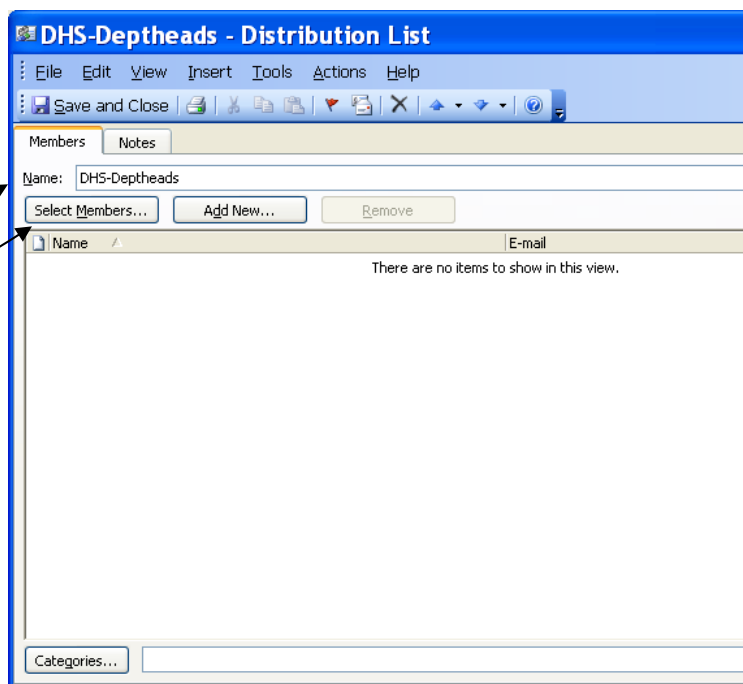
Open Outlook

Select: File>New>Distribution List



Name the list

Click: Select Members



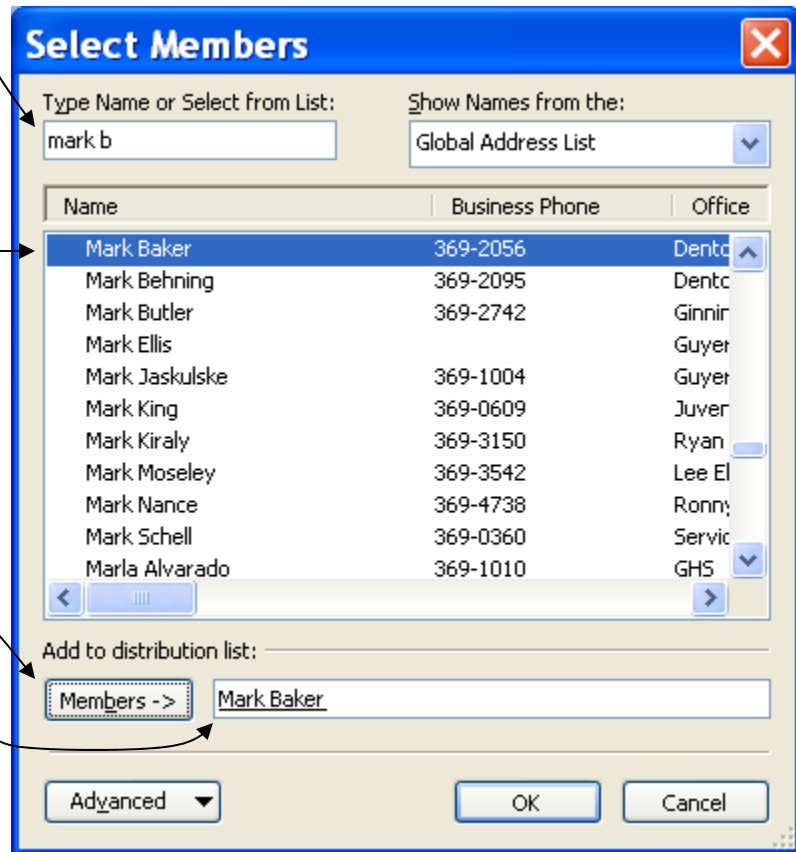
Type the name of the member to add to the list:

When name appears  
In the list, select it  
OR  
Add an email address  
(i.e. johndoe@yahoo.com)

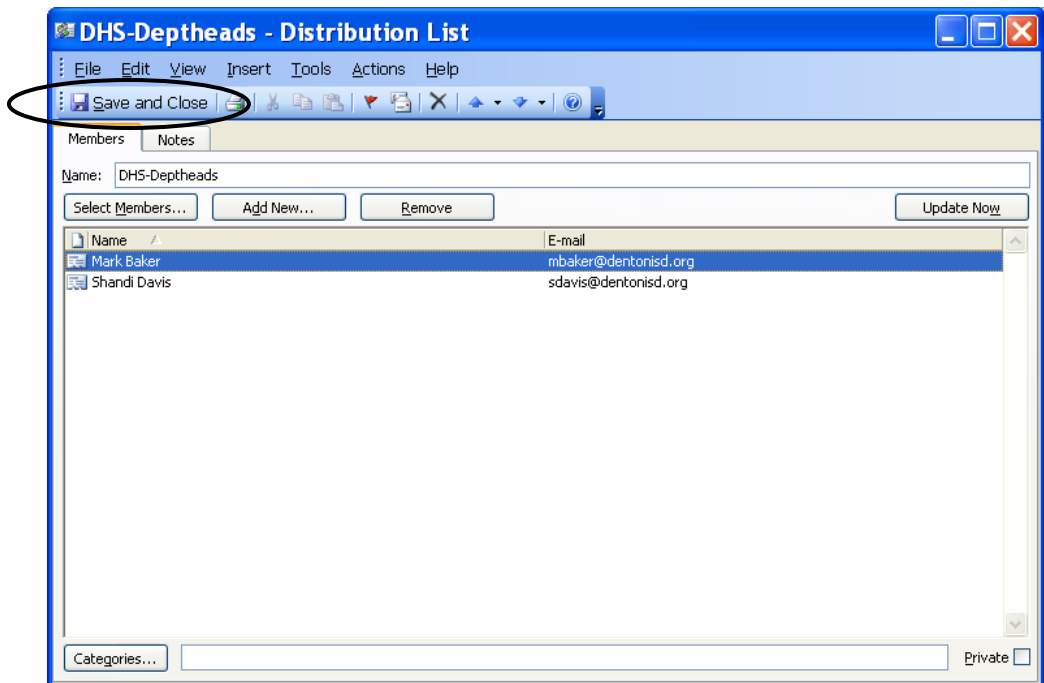
Click: Members

Name should appear in box

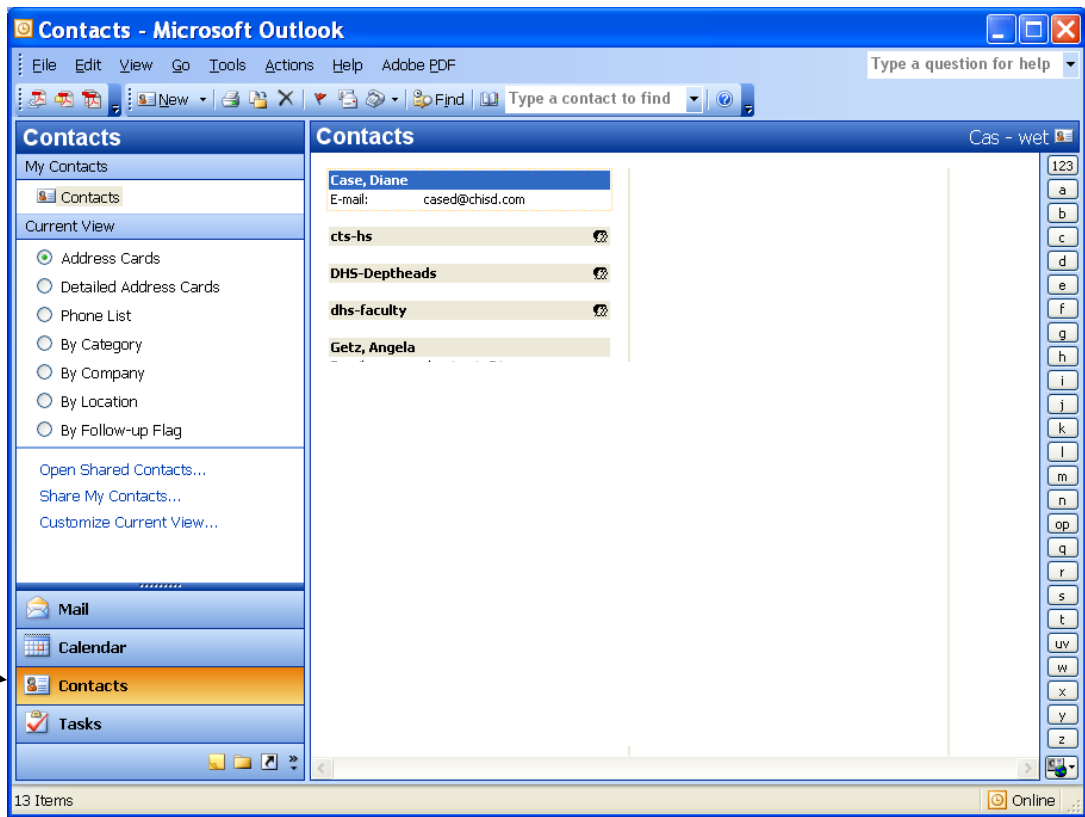
Add as many member names  
as you wish.



Click:  
Save and Close



To view list  
Select: Contacts



When sending email to the distribution list, type the name of the list in the “To” box:

