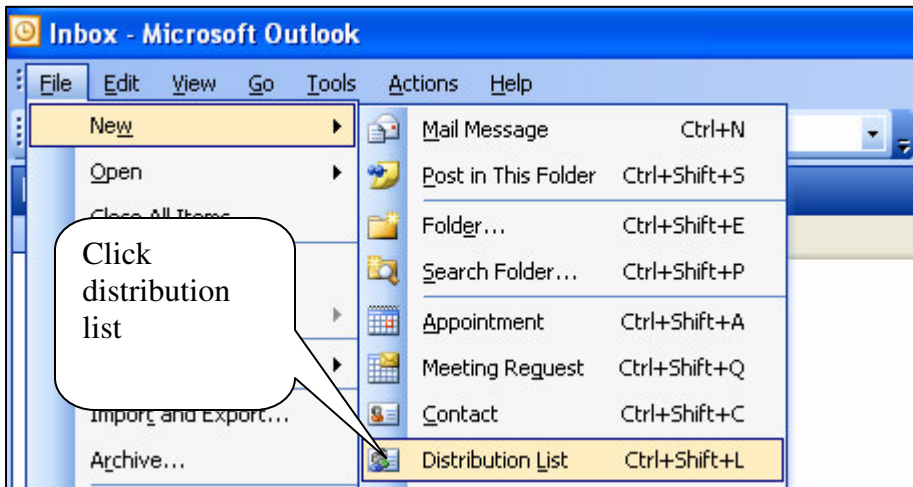


How to create a local distribution list

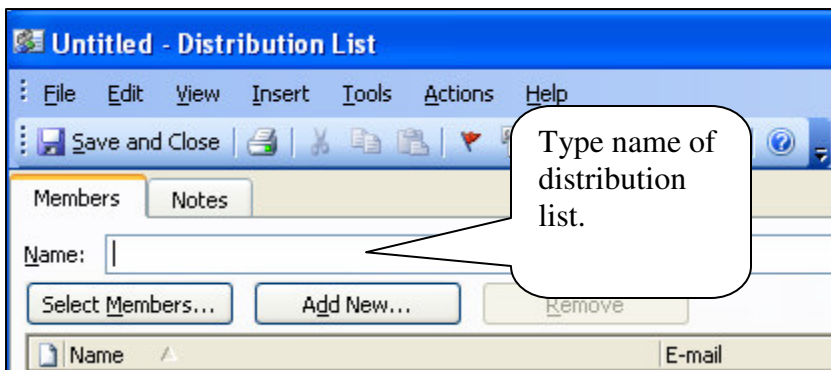
Once you open your Outlook mailbox, your Inbox will display.



Inbox window

Figure 1

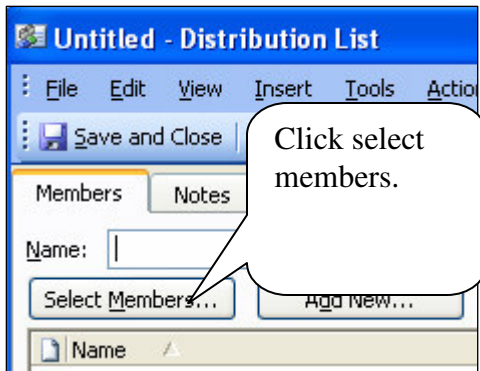
1. On the **File** menu, point to **New**, and then click **Distribution List**.



Distribution list window

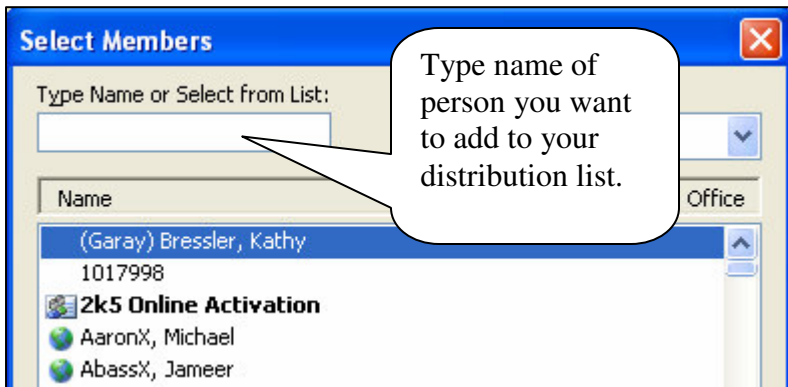
Figure 2

2. In the **Name** box, type the name of the distribution list.



Distribution list window Figure 3

3. Click **Select Members**.



Select Members window

Figure 4

4. In the **Type name or select from list** box, type the name of the person that you want to include in your distribution list.
5. Press **enter** on your keyboard.
 1. **Note:** Repeat steps 4 and 5 for each person you want to add to the distribution list, and then click **OK**.

Note: The distribution list is saved in your **Contacts** folder by the name you give it.