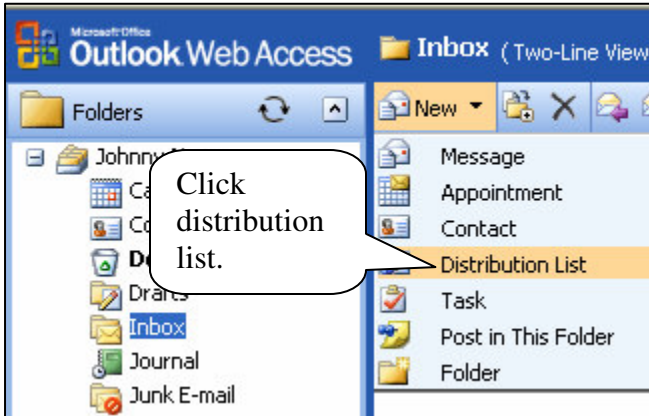


How to Create a Distribution List

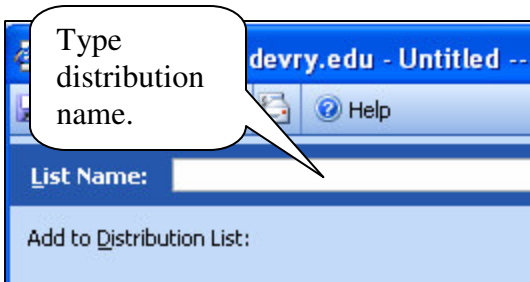
Once you open your Outlook mailbox, your Inbox will display.



Inbox window

Figure 1

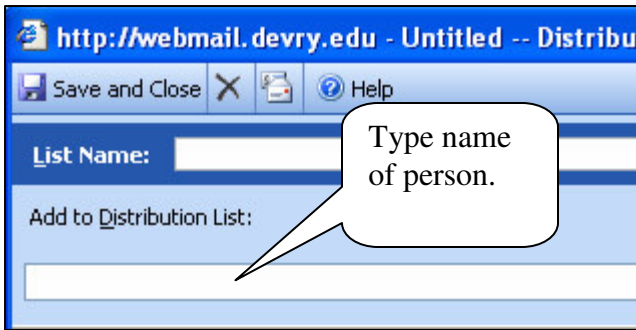
1. Click **new** and then **distribution list**.



List name window

Figure 2

2. Type the distribution name in the **list name** field.



Add name window

Figure 3

3. Type the persons name in **add to distribution list**.
 - a. **Note:** Repeat step 3 to add additional people to the distribution list.



Add window Figure 4

4. Click the **add** button.



Save window

Figure 5

5. Click **save and close** button.

Congratulations! You can now send e-mail messages to your distribution list.