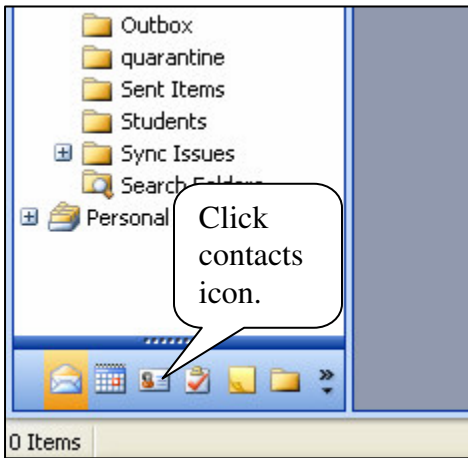


# How to send a local distribution list

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



Inbox window

Figure 1

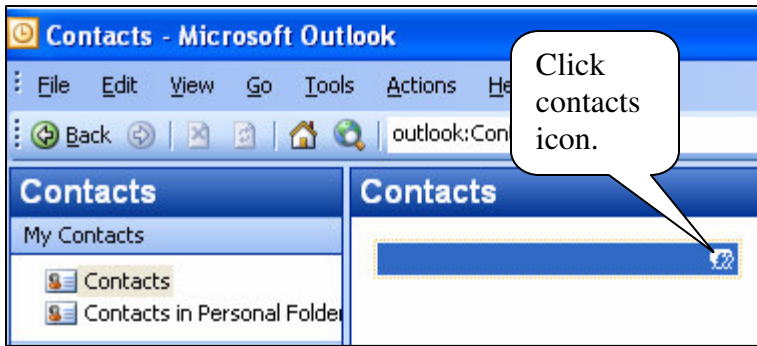
1. In Outlook, click the **contacts** icon



Contacts window


Figure 2

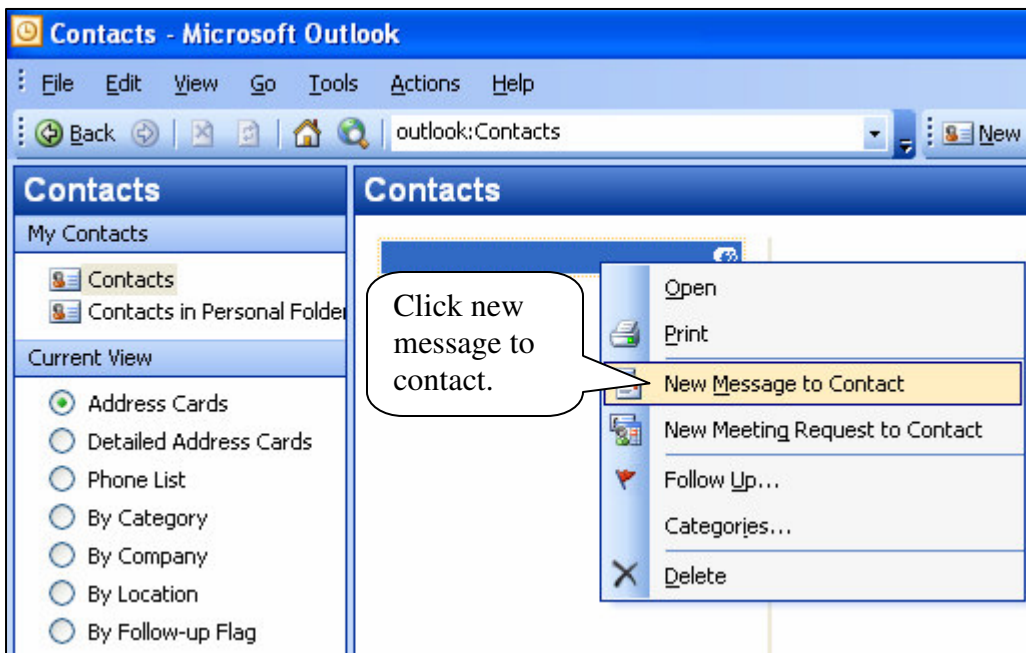
2. Under **my contacts** (left pane), select the **contacts** mail icon.



**Contacts window**

**Figure 3**

3. Under **contacts** (right plain), right click the **contacts**  icon.



**Contacts window**

**Figure 4**

4. Click **new message to contact**.

Congratulations! You can now send an e-mail message to your personal distribution list.