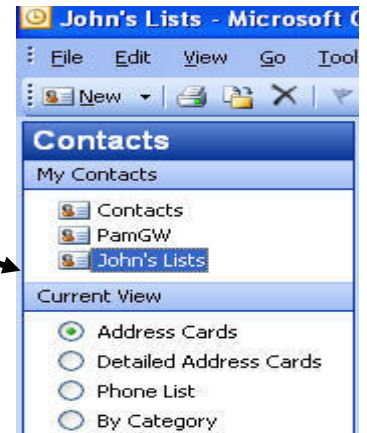


Create a Distribution (Group Email) List in Outlook



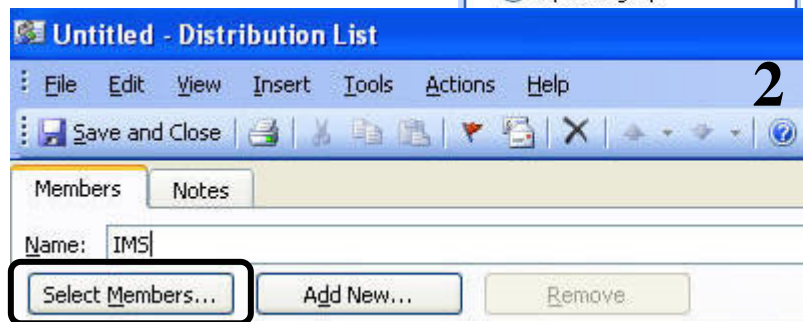
1. Open Outlook. Click on **Contacts** in the lower left.

Open the **Contacts** folder in which you would like to save the distribution list (i.e. John's Lists).

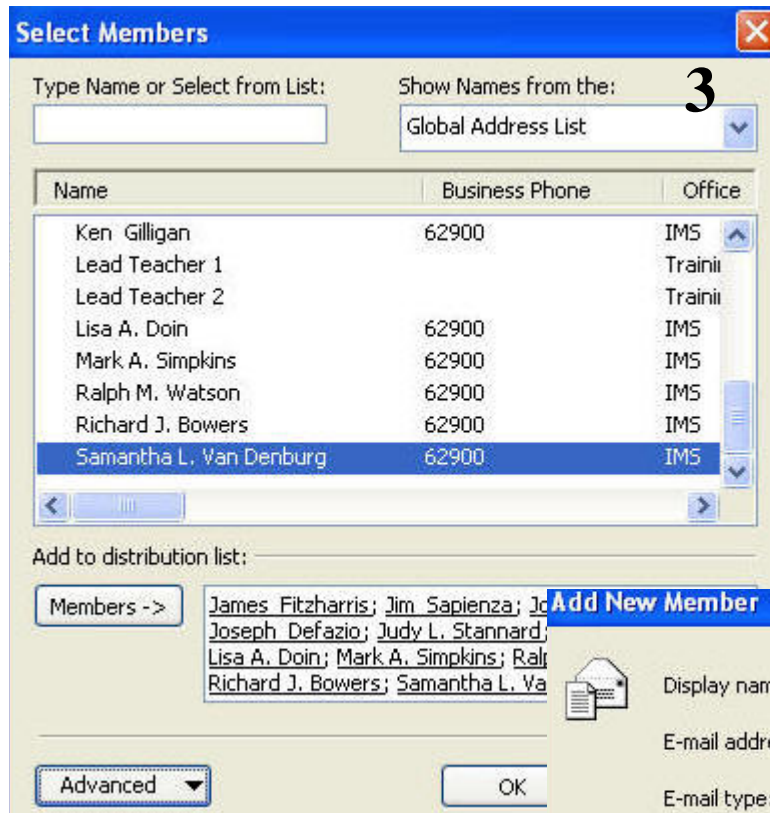


2. Use the **File** menu to select **New**; then select **Distribution List**. In the name box type a name for this group (i.e. IMS).

3. If the people you would like to add to this group are available in the district address book, click the **Select Members** button.



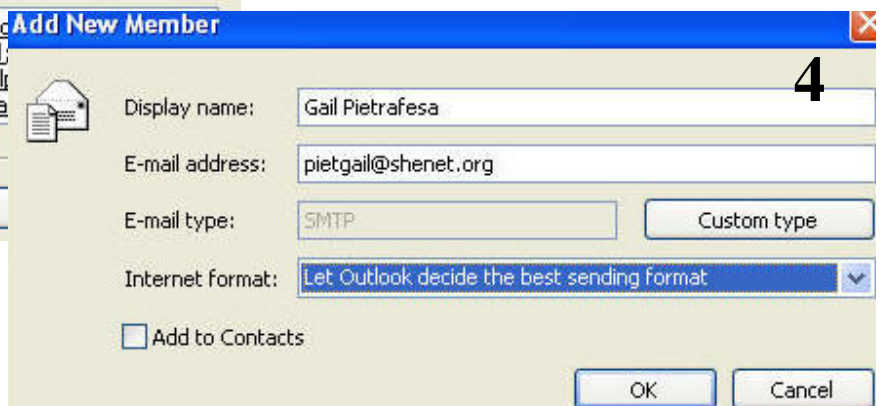
In the upper left corner select **Global Address** list from the pull down menu. Double-click on each person you would like to add to the distribution list (their names will appear in the Members window). Click **OK** when you have completed the list.



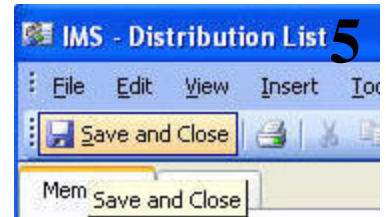
4. If the members you wish to add are outside the district or not in the district address book, click **Add New**.

Fill in the fields for **Display name** and **Email address** (note that you need to use a full email address here).

Initially, not all Shen email account holders will be in the Global Address List. They will appear as their accounts are converted.



5. Click **Save and Close** in the upper left of the Distribution List window.



6. An entry will appear in your personal contacts folder with this distribution list.

