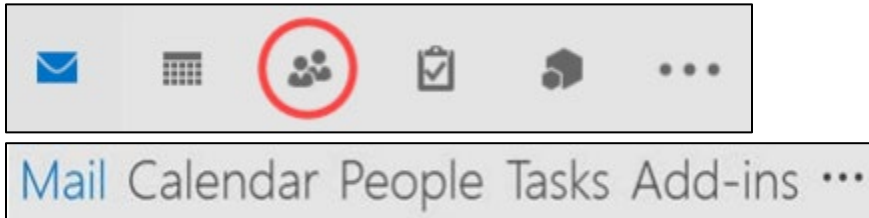


Creating Email Distribution Lists

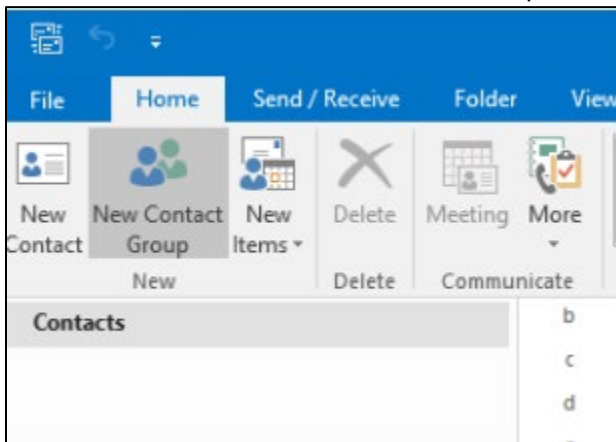
Outlook

If you often send emails to specific groups of recipients, creating a custom group in Outlook can save you some time and effort. This feature lets you send an email to groups of email address quickly.

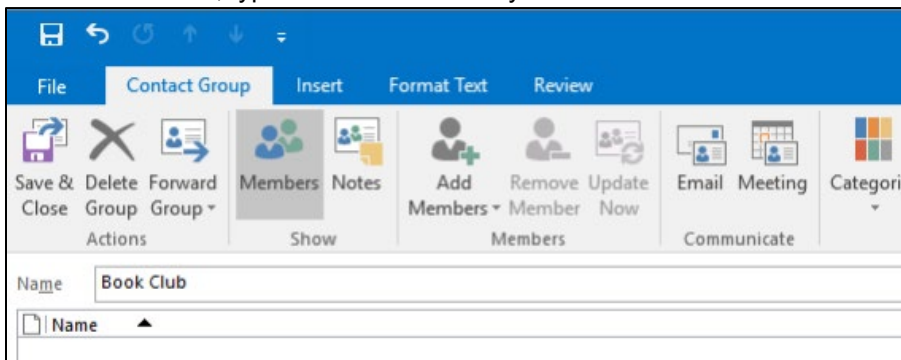
1. On the navigation bar, click “People.”



2. On the Home tab, select “New Contact Group.”



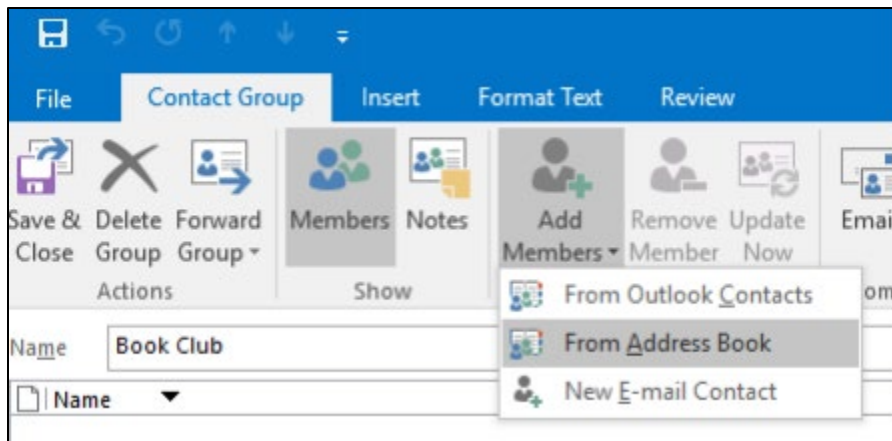
3. In the “Name” box, type in a new name for your distribution list.



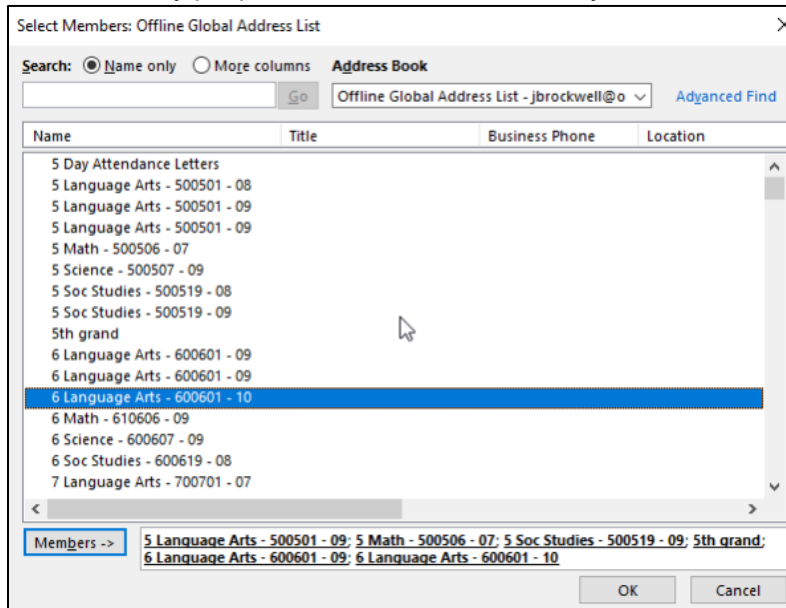
4. Next, click on the “Add Members” tab at the top of the ribbon. You can choose your own Outlook contacts from the address book.

Creating Email Distribution Lists

Outlook



5. Select as many people from the address book as you wish. Click “OK” and then Save and Close.



6. To send an email to your new group, open a new email and click on the “To” box and select “Contacts” from the drop down menu. Find your newly created list and select.

Creating Email Distribution Lists

Outlook

