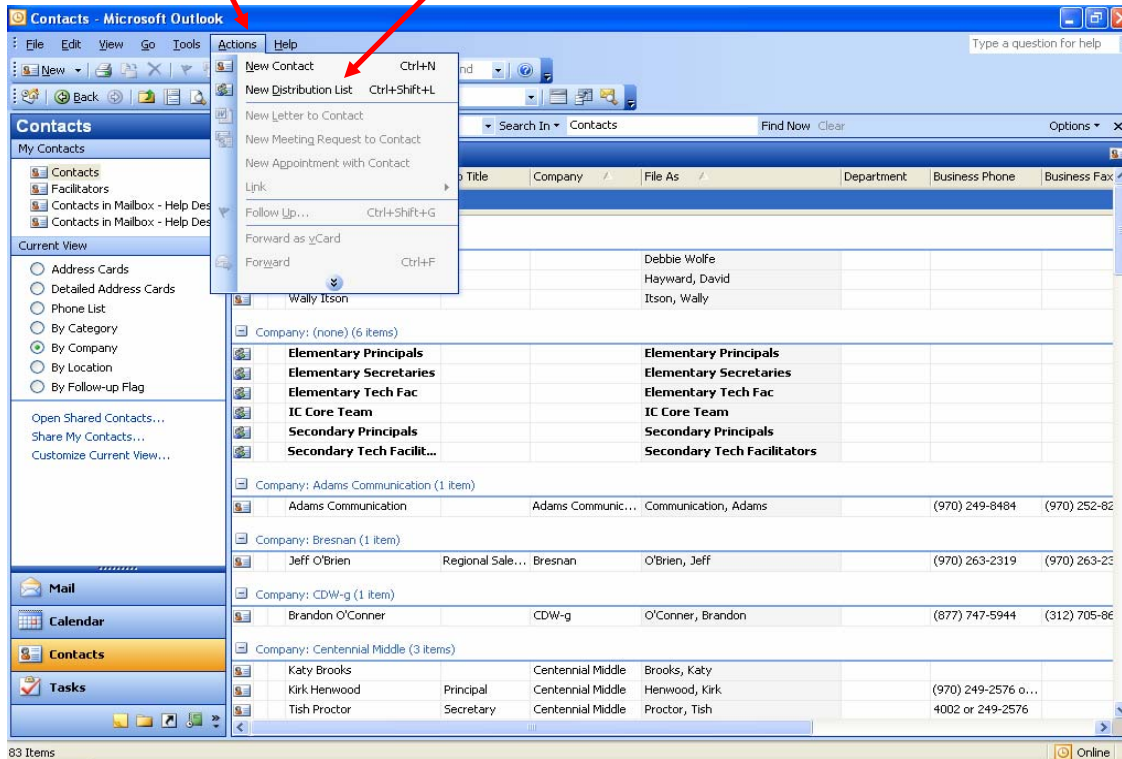


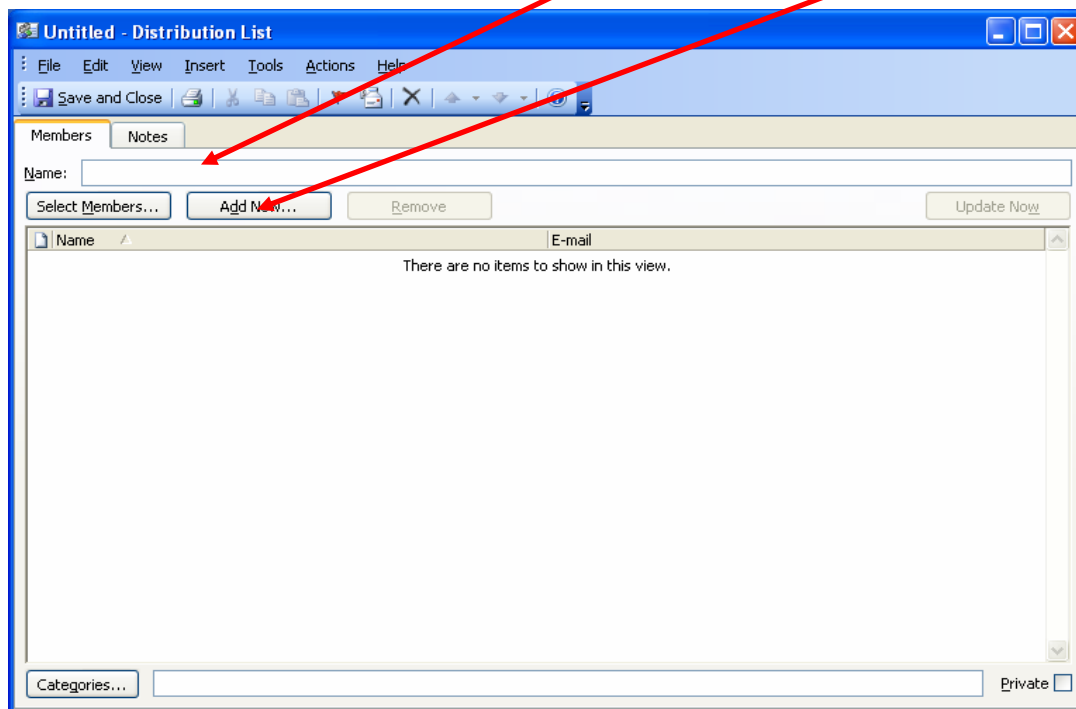
## CREATING DISTRIBUTION LISTS

If you have a group of contacts that you would send the same information, you can set up a Distribution List. Go to:

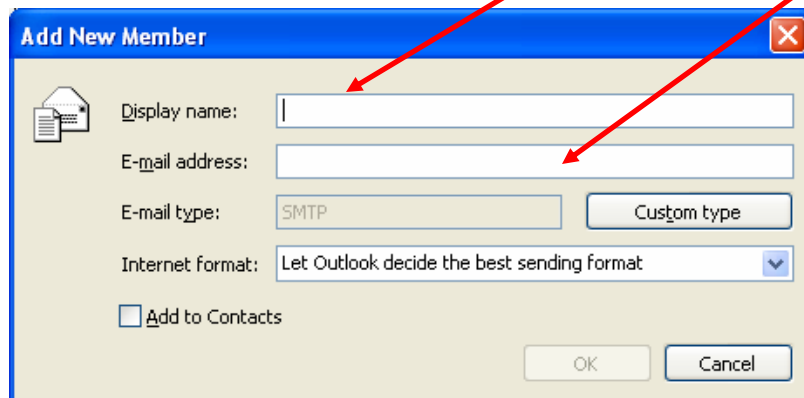
Contacts>Actions>New Distribution List



This is the screen you will see. Put in a Name of the list. Click on Add New.



This screen will come up. Enter in their name in Display Name. Put in their e-mail address.



The screenshot shows the 'Add New Member' dialog box. It has a blue title bar with a close button. The main area is light gray and contains the following fields and controls:

- Display name:** An empty text input field.
- E-mail address:** An empty text input field.
- E-mail type:** A dropdown menu currently set to 'SMTP', with a 'Custom type' button to its right.
- Internet format:** A dropdown menu set to 'Let Outlook decide the best sending format'.
- Add to Contacts:** An unchecked checkbox.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.

Two red arrows point to the 'Display name' and 'E-mail address' fields.

Click OK.

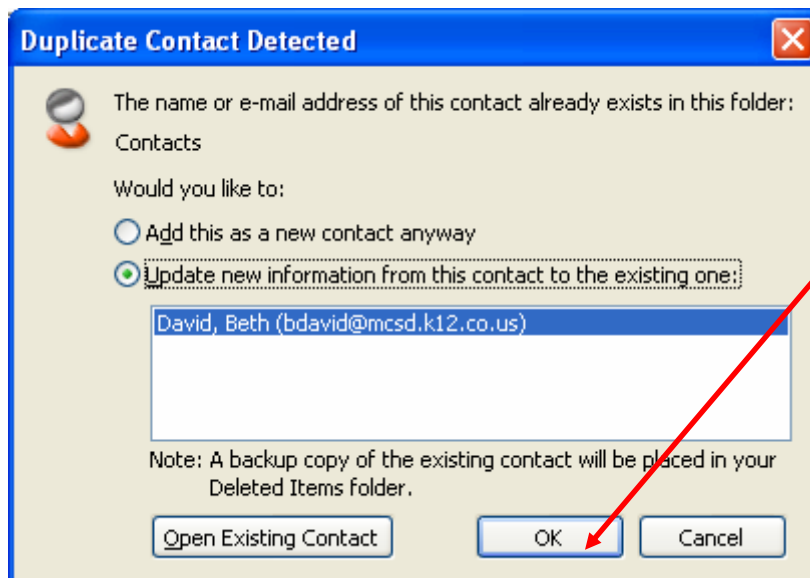


The screenshot shows the 'Add New Member' dialog box with the following information entered:

- Display name:** Beth David
- E-mail address:** bdavid@mcsd.,12.co.us
- E-mail type:** SMTP
- Internet format:** Let Outlook decide the best sending format
- Add to Contacts:** Checked checkbox
- Buttons:** 'OK' and 'Cancel' buttons

A red arrow points to the 'Add to Contacts' checkbox.

If a Contact is already entered in your Contact list, you will see this screen. Just click OK.

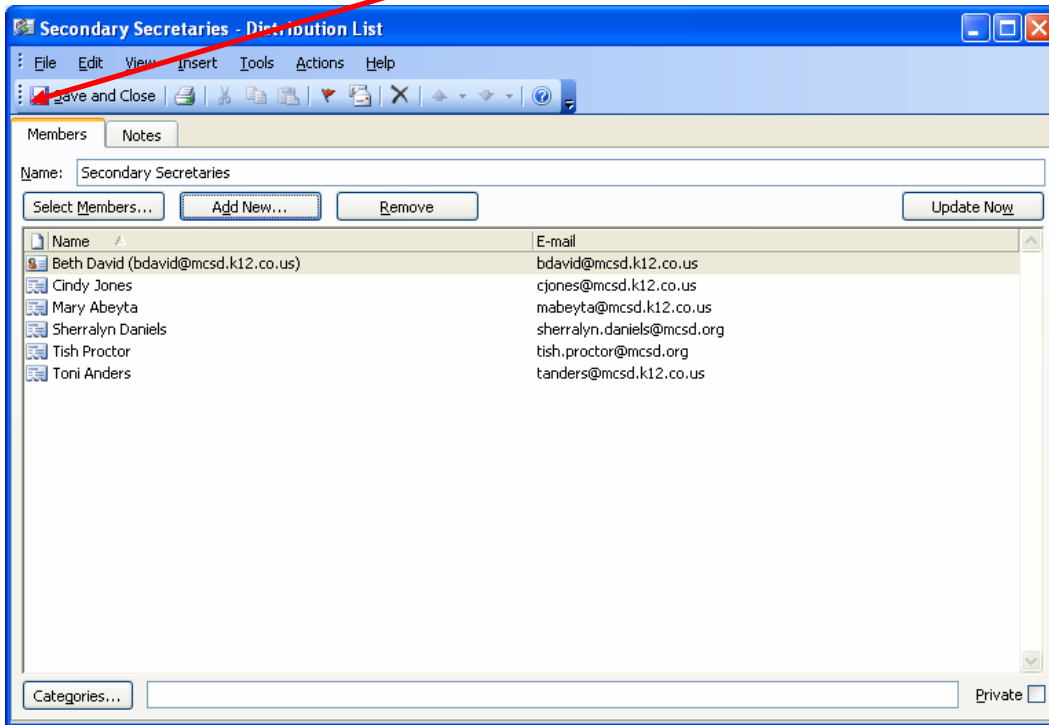


The screenshot shows the 'Duplicate Contact Detected' dialog box. It has a blue title bar with a close button. The main area is light gray and contains the following information:

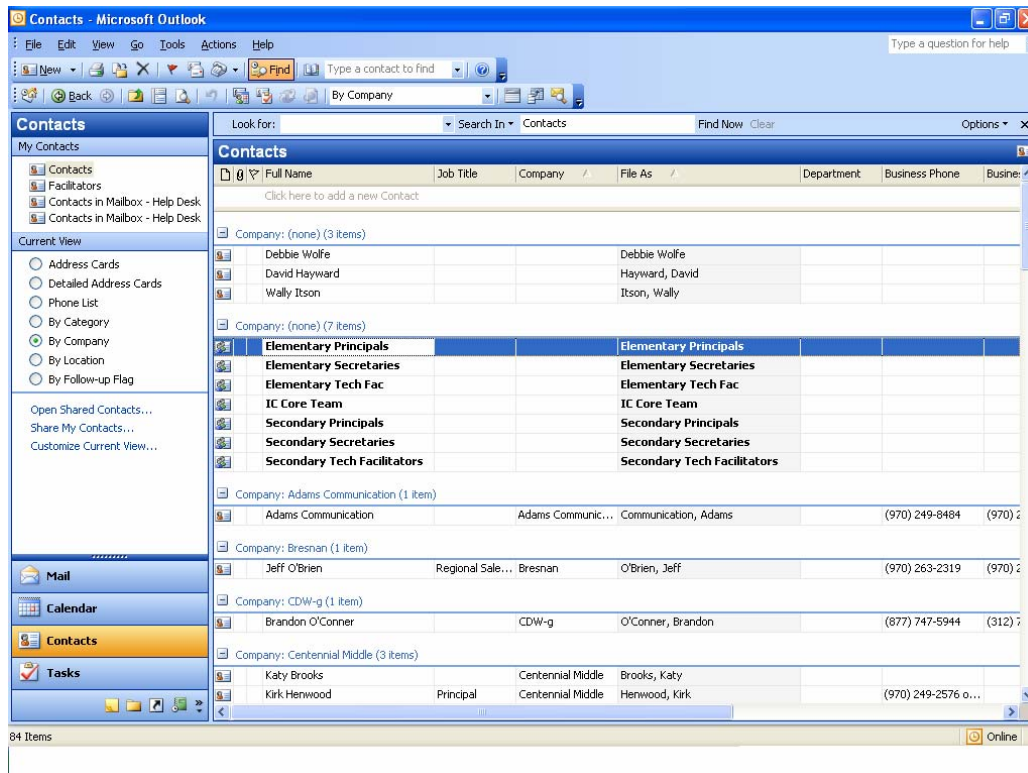
- Message:** 'The name or e-mail address of this contact already exists in this folder: Contacts'
- Question:** 'Would you like to:'
- Options:** Two radio buttons: 'Add this as a new contact anyway' (unselected) and 'Update new information from this contact to the existing one:' (selected).
- Text:** 'David, Beth (bdavid@mcsd.k12.co.us)'
- Note:** 'Note: A backup copy of the existing contact will be placed in your Deleted Items folder.'
- Buttons:** 'Open Existing Contact', 'OK', and 'Cancel' buttons at the bottom.

A red arrow points to the 'OK' button.

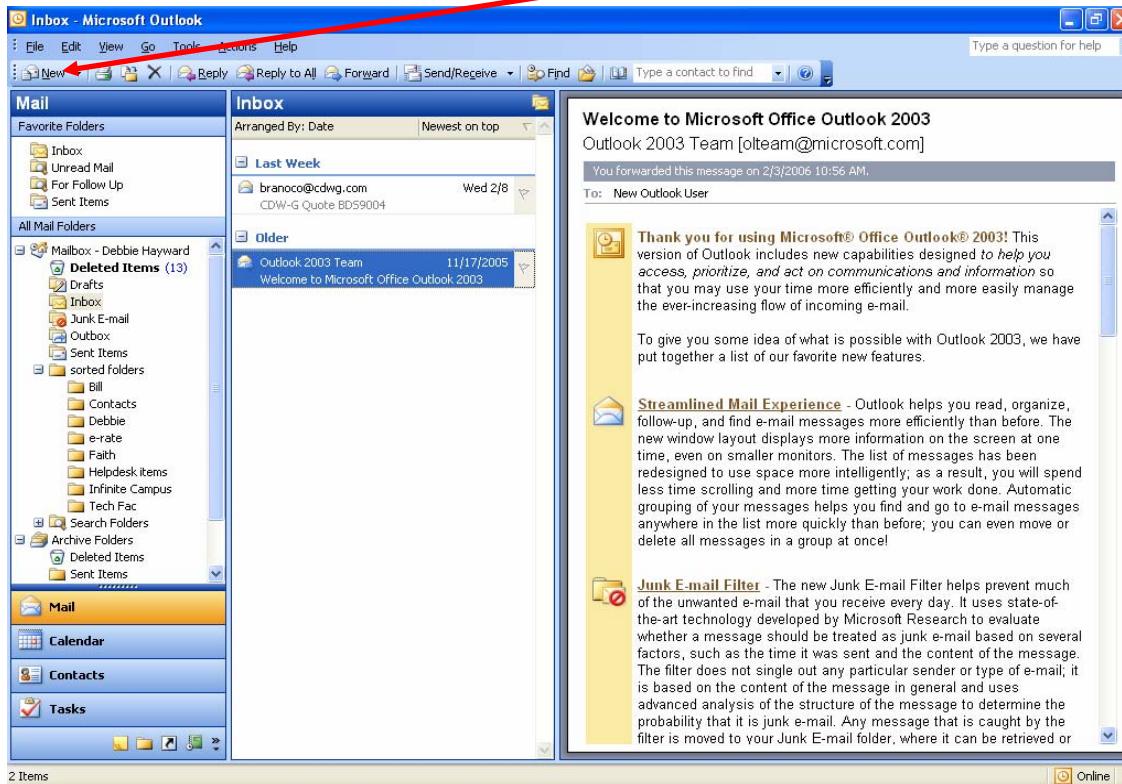
Finish populating your list. Then Save and Close.



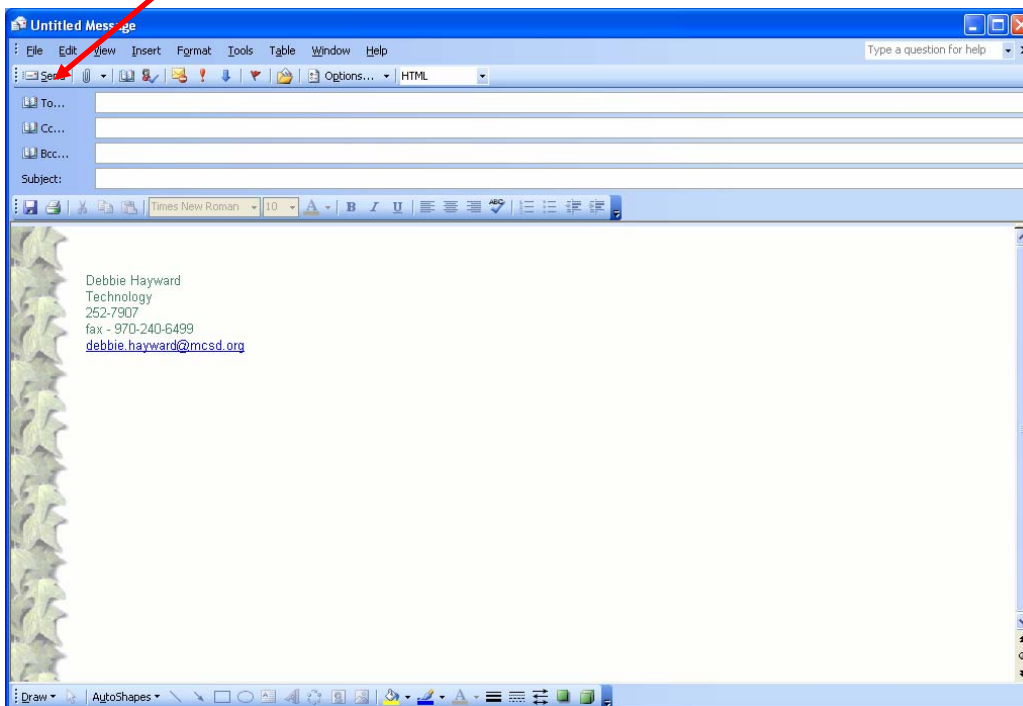
This is what you will see.



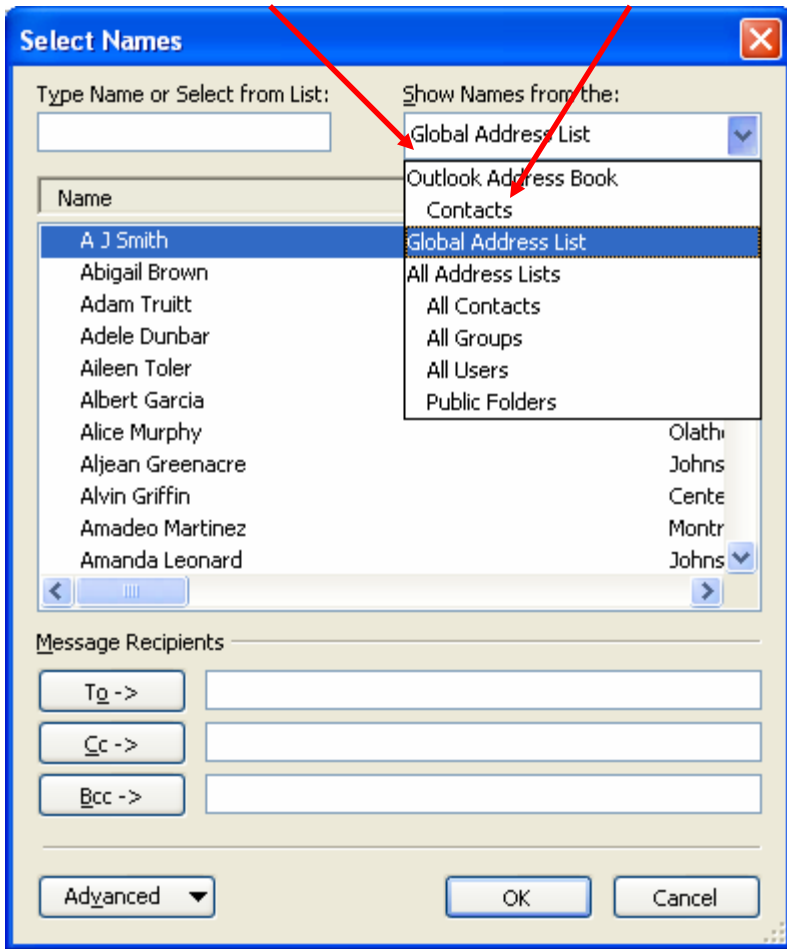
To send a Distribution List an e-mail, click on New.



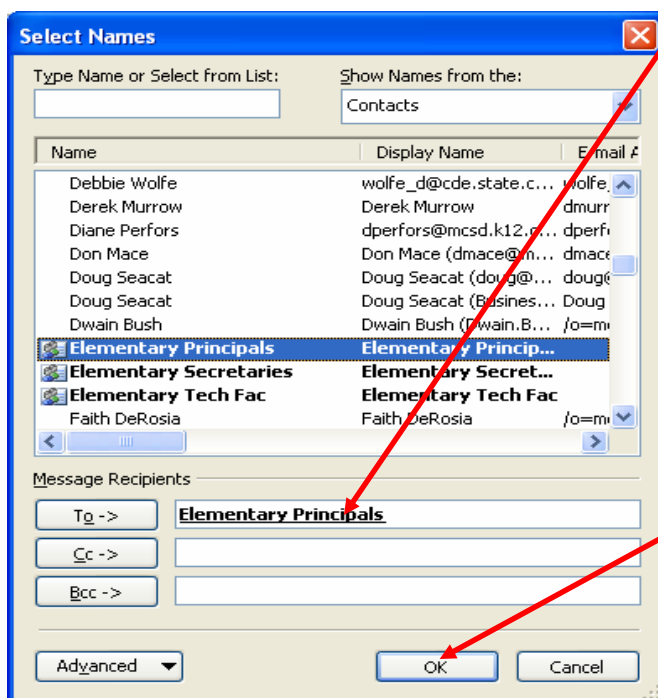
Click on the To: Button.



Click on the Global Address List and then on Contacts.

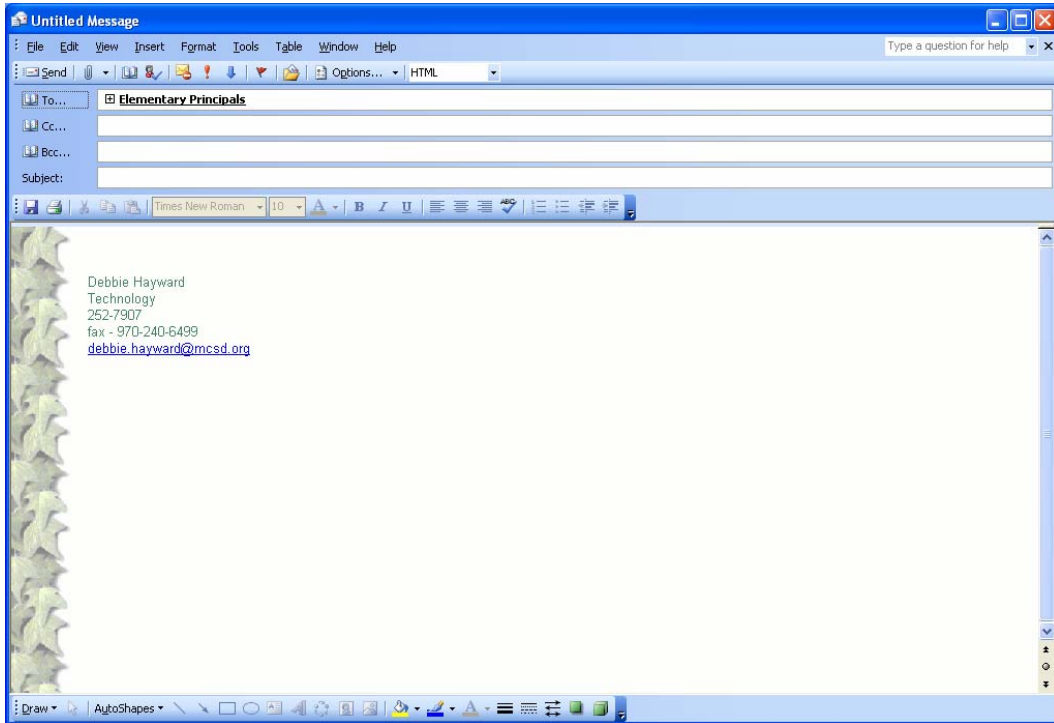


When you find your list, double click on it to enter into the To: field.



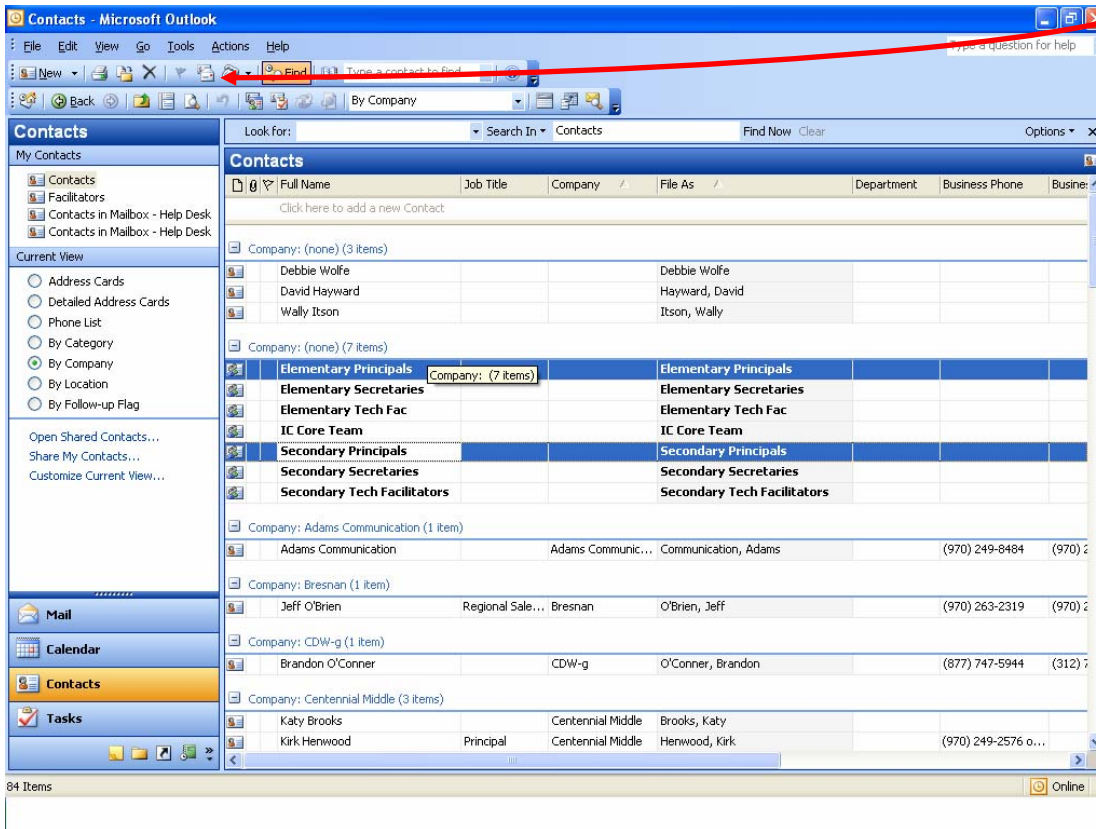
Then click OK.

It will then populate the To: field in the e-mail.



Type your e-mail and send it. Once you send one e-mail, the name will pop up automatically when you start typing it.

OR,  
highlight the group, and click on the envelope icon.  
If you want more than one Distribution List, hold down the Control key and select the groups you want.



The Distribution List(s) will then automatically be entered in the To: field in your e-mail.

