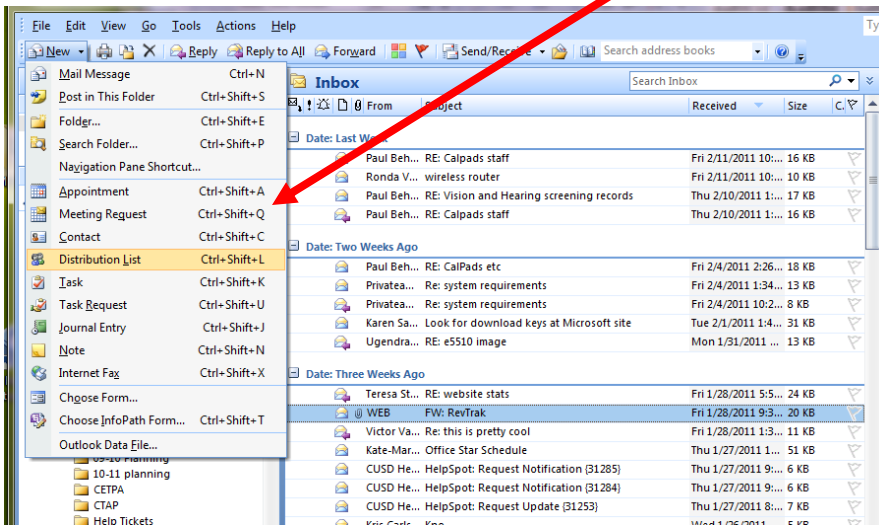
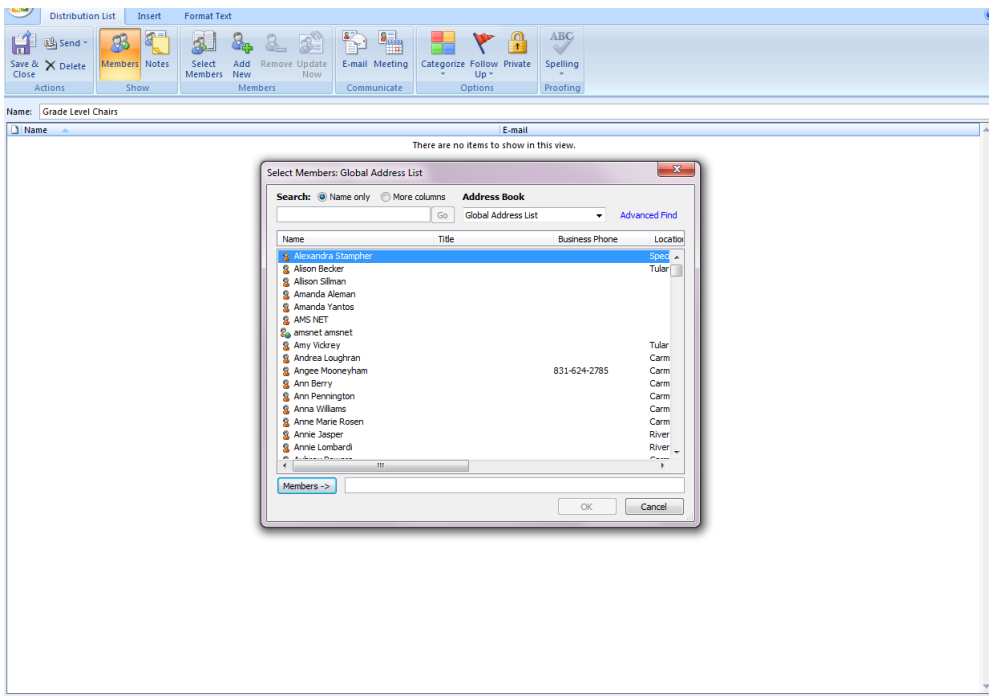


How to View/Create a Distribution List

1. On the **File** menu, point to **New**, and then click **Distribution List**. (or click Ctrl+Shift+L)



2. In the **Name** box, type a name. Click **Select Members**.



3. In the **Show names from the** list, click the address book that contains the e-mail addresses you want in your distribution list.
4. In the **Type name or select from list** box, type a name you want to include. In the list below, select the name, and then click **Members**. Do this for each person you want to add to the distribution list, and then click **OK**.
5. If you want to add a longer description of the distribution list, click the **Notes** tab, and then type the text.
6. The distribution list is saved in your **Contacts** folder by the name you give it.

Note: All personal contacts and distribution lists created in your Contacts address list are maintained by you. Contacts and Distribution lists found in the Global Address list are created and maintained on the mail exchange server by the technology department for employees. You may want to check the Global Address List for distribution lists created for your site before duplicating this effort for your own contacts.