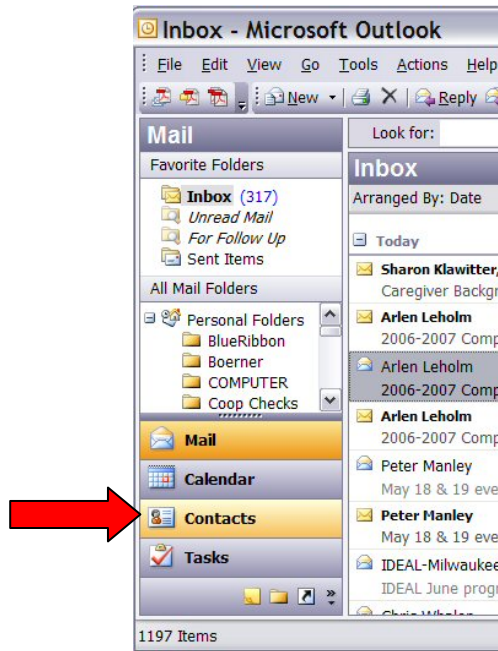
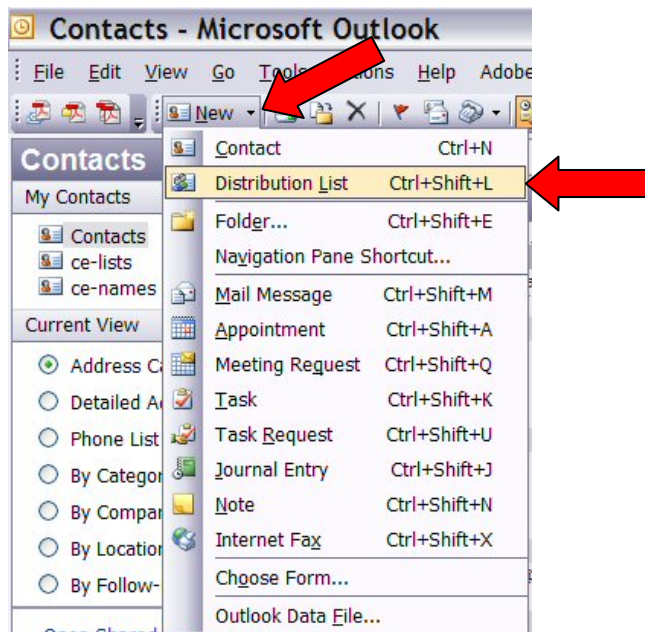


## Outlook 2003: Creating a Distribution List

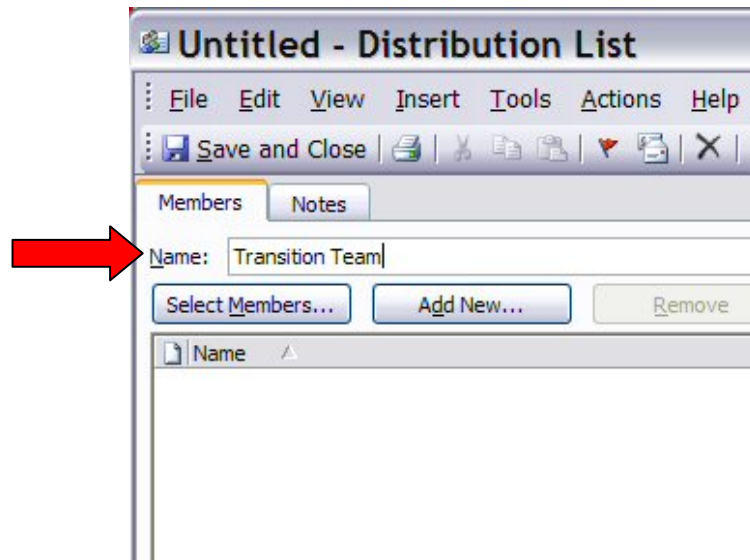
1. Frequently, we work with groups of people on projects. Rather than selecting individual addresses every time you send an email about a project, you may want to create a distribution list that includes all members of the group. To create a distribution list, click on the **Contacts** button in the bottom left corner of your Outlook window.



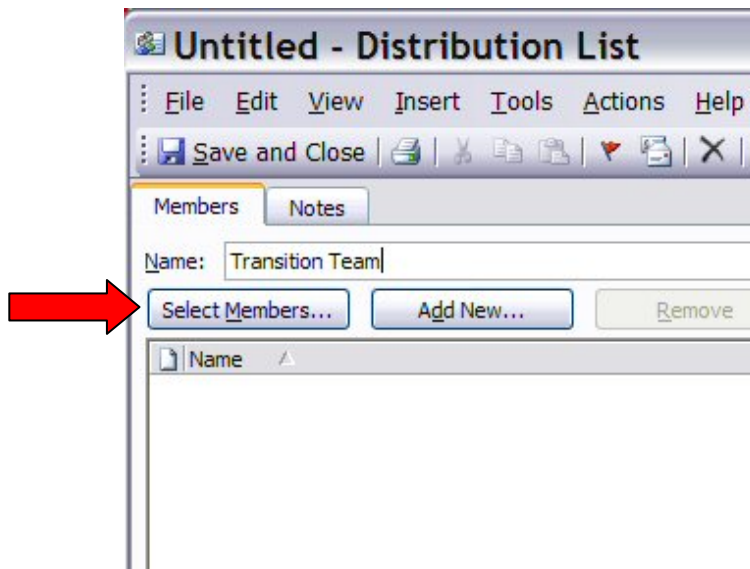
2. Click the **down arrow** next to the **New** button. Then click **Distribution List** in the drop-down menu.



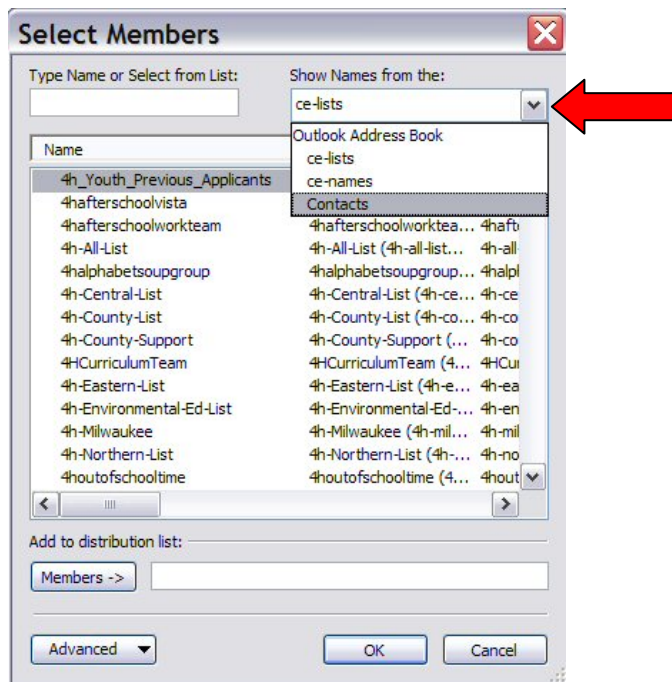
3. Type a **name** for the Distribution List.



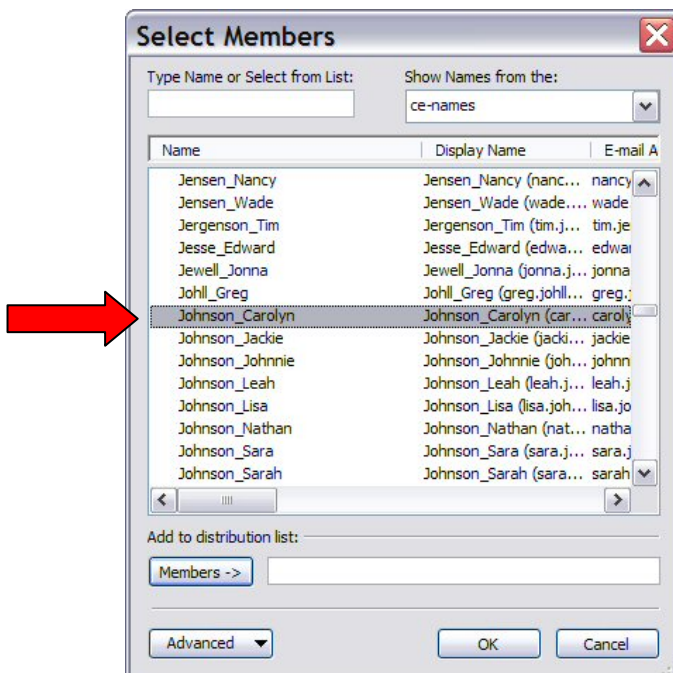
4. Click the **Select Members** button.



- Click the **down arrow under Show Names from the**. Then click the address book from which you want to select members.

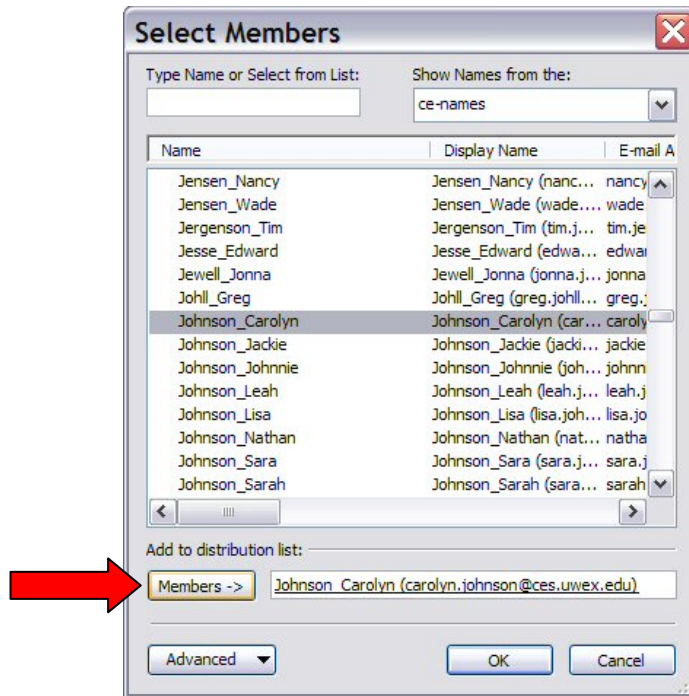


- Click to **highlight the member** that you want to add.

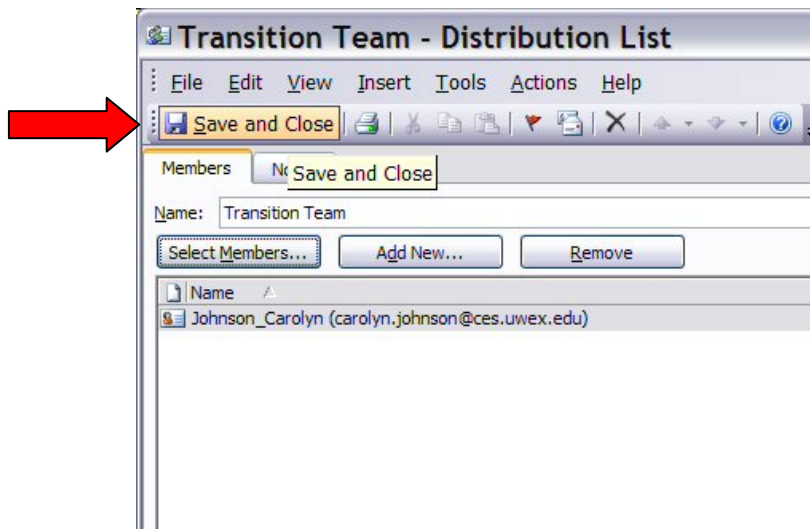


7. Click the **Members** button at the bottom of the window to add this person to the distribution list. Click to **highlight another person**. Then click the **Members** button to add that person to the list at the bottom of the screen. When you are done adding members, click the **OK** button.



*Note: You can select multiple people by clicking to highlight the first person, then holding down the Control button while you click more people. Be sure to click the Members button to add them all to the list.*



8. Click the **Save and Close** button to save the distribution list.



9. Your new distribution list will appear in the Contacts list with a symbol that looks like two faces. All distribution lists are marked with this symbol in the “address card view” for Contacts.

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