

Distribution Lists

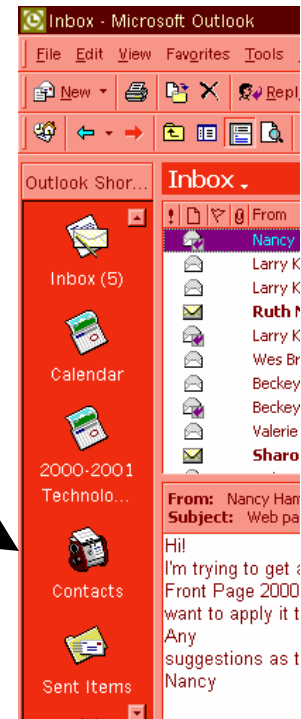
Creating in Outlook 2000

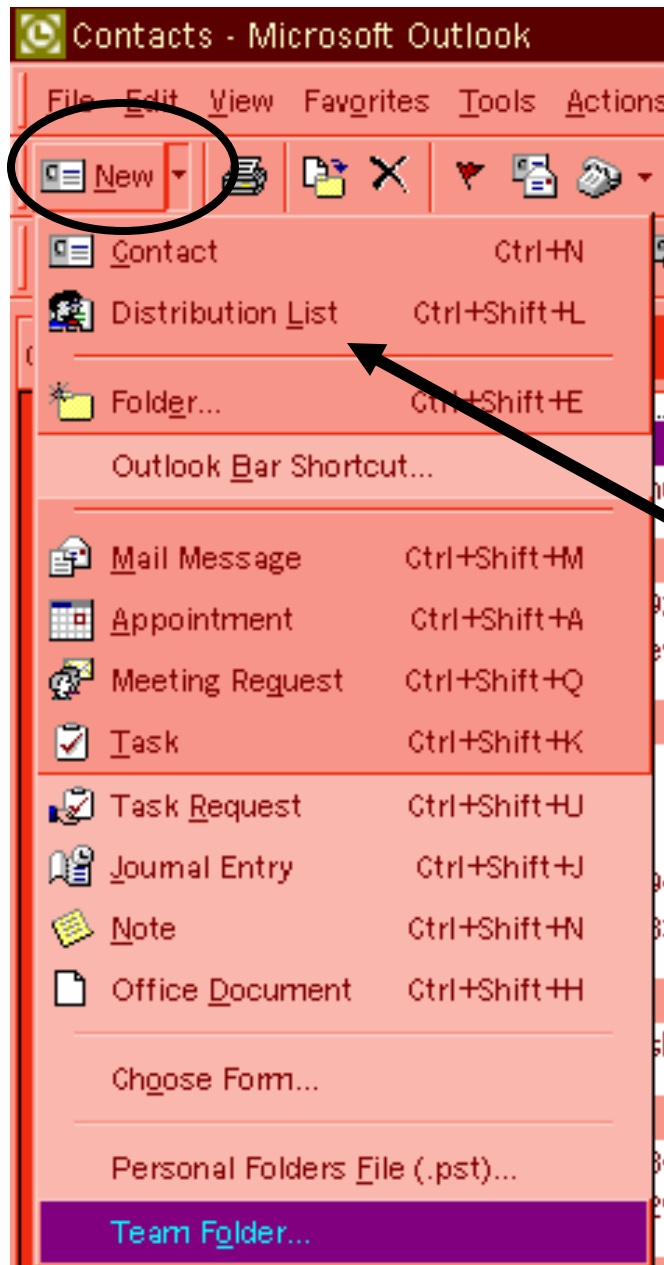
What does it mean?

- **Outlook 2000 allows you to create distribution lists in your Contacts folder**
- **Contacts is available not only with Outlook but with OWA (accessing your email thru the Internet)**

How do I ...

- Open Outlook 2000
- Click on your Contact icon in the left hand bar
- This will open your contacts

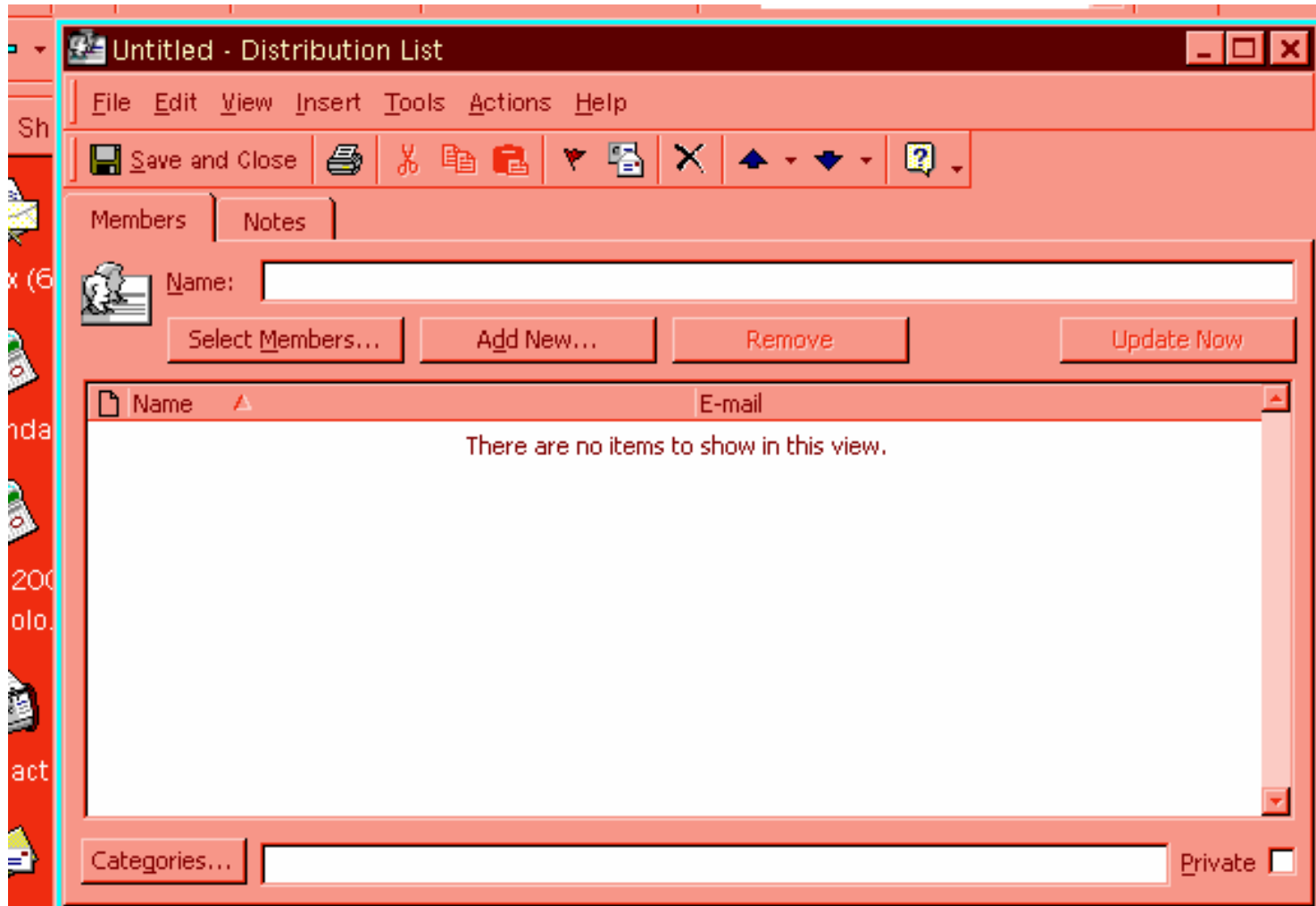




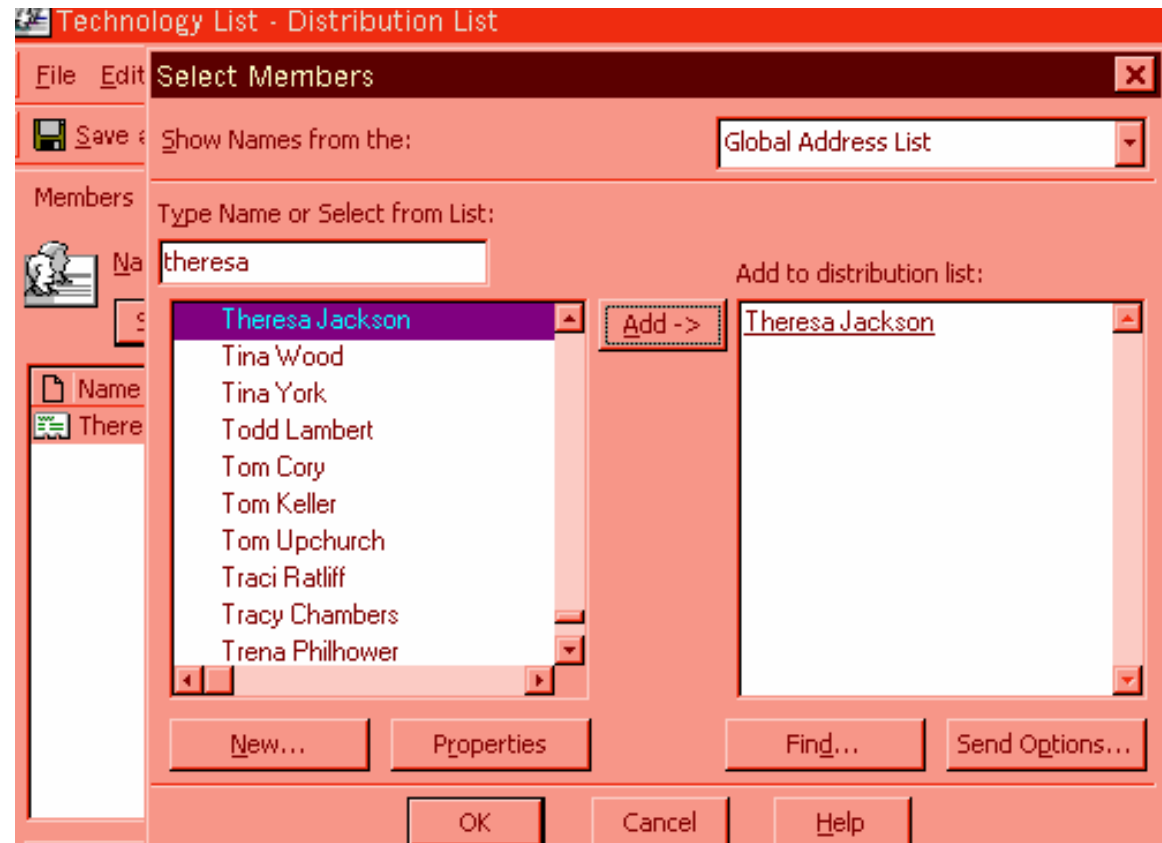
•Click on the small black arrow next to New to open this menu

•Click on Distribution List

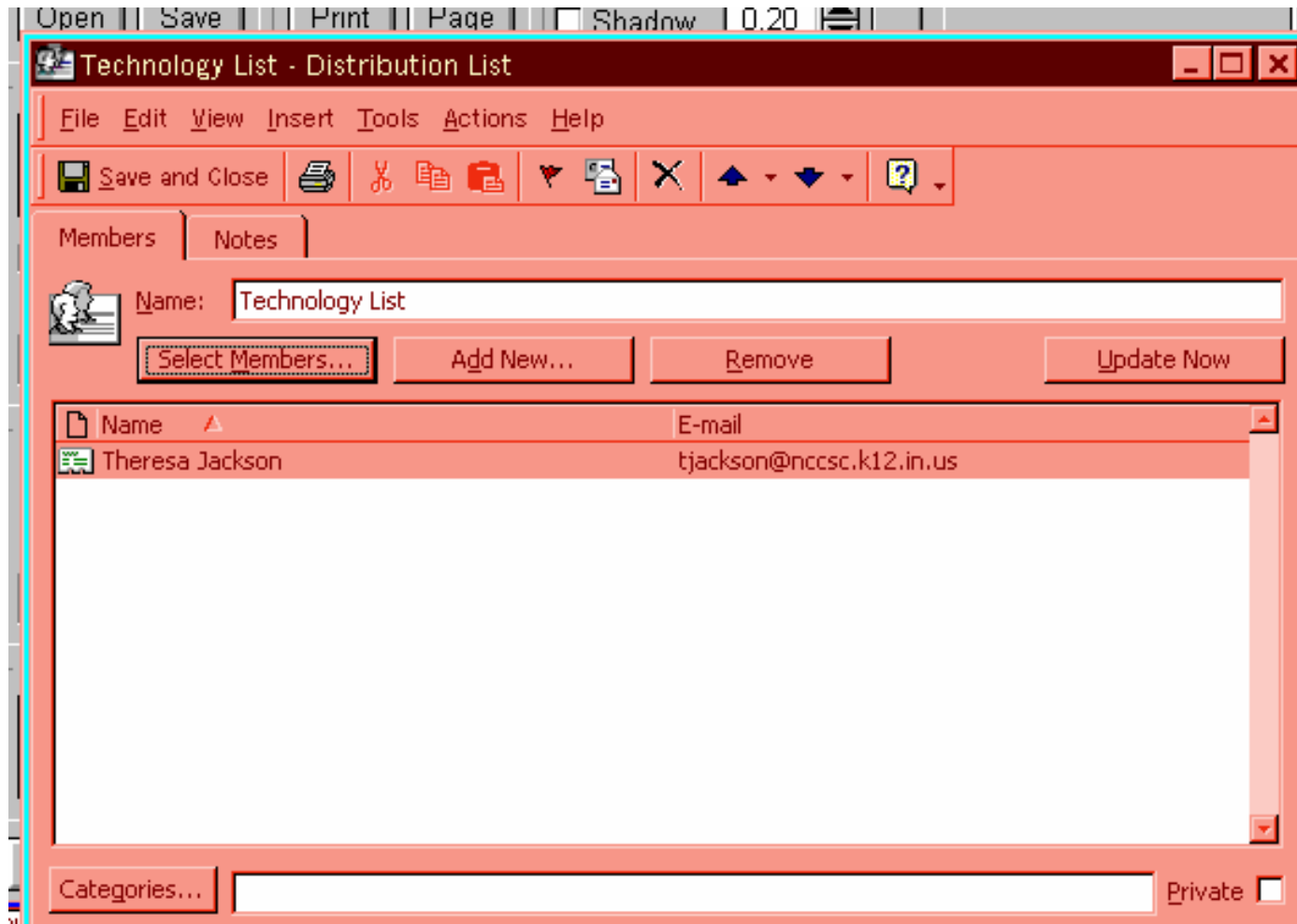
- This will open the window shown here



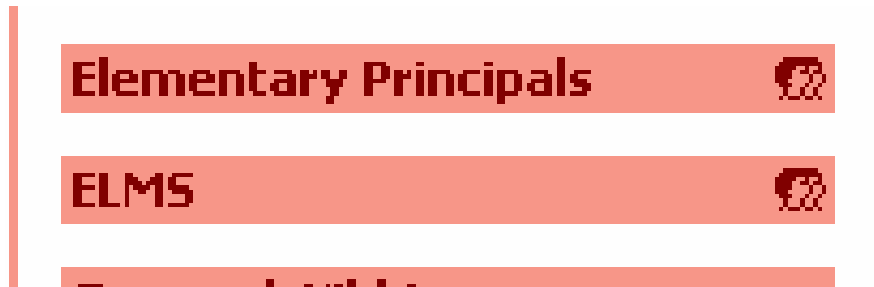
- **Click on select members to open the Global Address book. You can select members from Global or Contacts**
- **Click on a name, click Add to put in your list**
- **Click OK**



- **Name your distribution list**
- **Click Save & Close when finished**



- **A distribution list in Contacts is identified by ‘two heads’ to the right of the title**



- **Just click on the title to open for editing (just as you would any other contact)**

Making changes

- **You can make changes to your list anytime by..**
- **Click on Contacts**
- **Click on your Distribution List**
- **Click on Select Members – you can then add or delete names**
- **Click OK**
- **Click Save & Close**

- **To insert your distribution list in an email...**
- **Open your new blank message**
- **Click on To:**
- **Change your choice from Global to Contacts**
- **Make your selection**