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

• •	🚰 Untitled - Distribution List	<u>- 🗆 ×</u>	
Ch.	<u>File E</u> dit <u>V</u> iew Insert <u>T</u> ools <u>A</u> ctions <u>H</u> elp		
Sn	🔚 Save and Close 🎒 🐰 🖻 💼 💌 🤻 🍢 🗙 🔺 🗸 🔸 🗸 🗸 💭		
	Members Notes	 	
x (6	Mame:		
	Select Members Add New Remove	Update Now	
odo	🗅 Name 🛆 E-mail	<u> </u>	
iua	There are no items to show in this view.		
200	d la		
olo.			
act		-	
PT		Private [

- 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

🚝 Technology List - Distribution List					
<u>F</u> ile <u>E</u> dit	Select Members			×	
Save :	Show Names from the:		Global Address List	•	
Members	Type Name or Select from Lis	t:			
	theresa		Add to distribution	(list)	
Name Name	Theresa Jackson Tina Wood Tina York Todd Lambert Tom Cory Tom Keller Tom Upchurch Traci Ratliff Tracy Chambers Trena Philhower		Theresa Jackson		
	New Prop	perties	Fin <u>d</u>	Send Options	
	0	K Cancel	Help		

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

ŀ	Open Save Print Page 🗖 Shadow 0.20 🚔		
	🚰 Technology List - Distribution List		
I	<u>File E</u> dit <u>V</u> iew <u>I</u> nsert <u>T</u> ools <u>A</u> ctions <u>H</u> elp		
] 🔚 Save and Close 🏼 🎒 👗 🍽 💼 💌 😤 🗙 🔺 🔸 🗸 🔸 🗸 🖉 🗸		
	Members Notes		
1	Mame: Technology List		
	Select Members Add New Remove Update Now		
	🖻 Name 🔺 🛛 🔄		
	🚎 Theresa Jackson tjackson@nccsc.k12.in.us		
-			
1			
	Categories		

 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