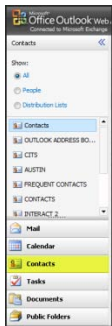
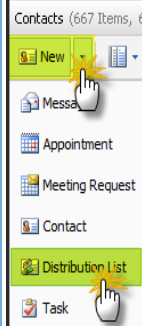


### Accessing Contacts



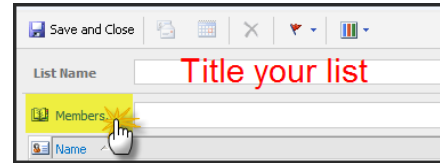
From the Outlook task pane, select the "Contacts" tab.

### Creating a Distribution List



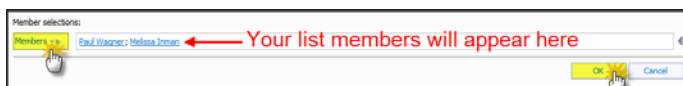
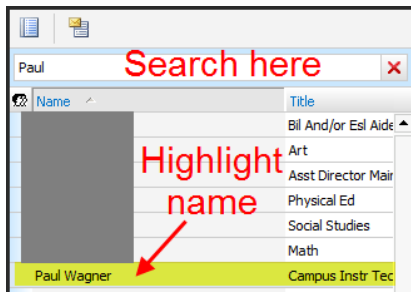
To create a new email distribution list, click the drop down arrow next to "New" and select "Distribution List."

### Titling and Inserting Members



A new window will open. Choose an appropriate name for your list and enter it in the "List Name." You can then begin typing in email addresses in the "Members" field or click "Members" to search your contacts.

### Searching and Adding Contacts as Members



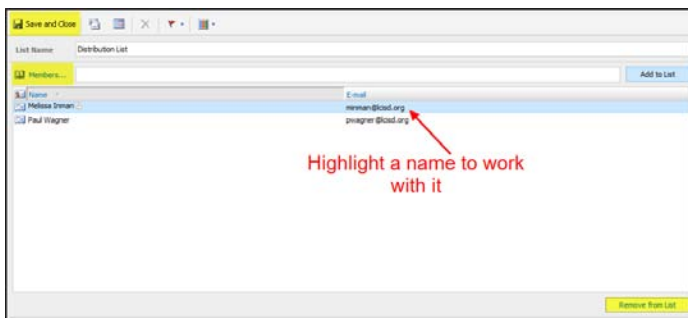
Another window will open where you can search for contacts you wish to add to your distribution list.

- Type the name of the person you wish to add in the search box and click the magnifying glass to search. The results from your search will appear.
- Highlight the name you want and click "Members" in the lower left area of the window to add them to the list.
- Repeat this process until you have all of your contacts selected.
- Click "OK" to return to the Distribution List window.

### Adding and Editing the List



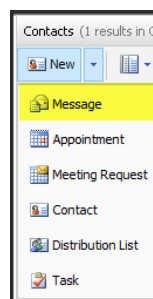
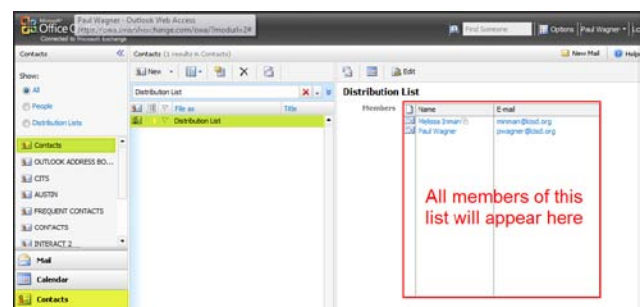
The names you just selected will appear in the "Members" box. **YOU MUST CLICK "Add to List" IN ORDER FOR THEM TO BE ADDED.**



If you need to edit your list of names highlight the name and click "Remove From List" at the bottom of the window.

If you need to add more contacts click "Members" and repeat the prior steps. Once you are done click "Save and Close."

### Using the List to Send an Email Message



To search for your new distribution list, move into the "Contacts" tab and search for the name you gave your list. Highlight your list and click on the drop down arrow next to "New."

From here you can send an email message, appointment, or meeting request to your entire list.

