
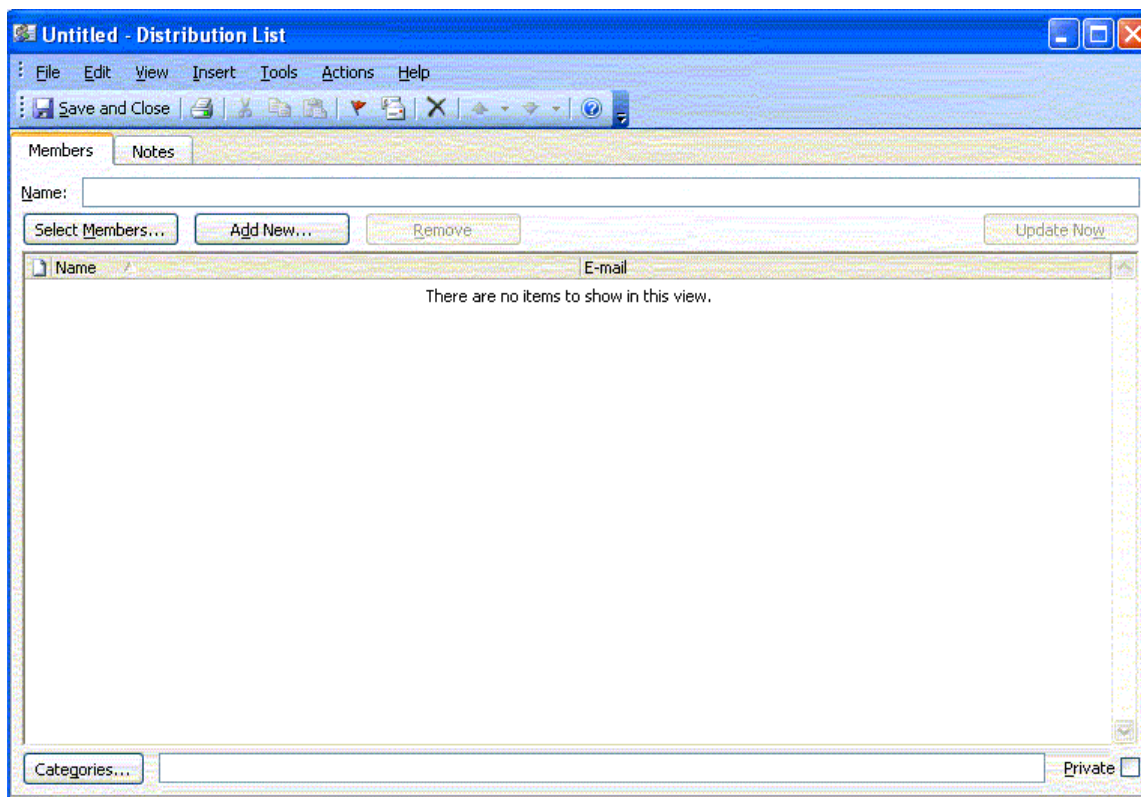


# How do I add and use distribution lists?

Distribution lists are used to send messages to a group of people and are saved in Contacts. The message is sent to each individual in the distribution list. The receiver sees his/her name and the names of the other people when receiving the message, not the distribution list name. They are identified by  and can be shared.

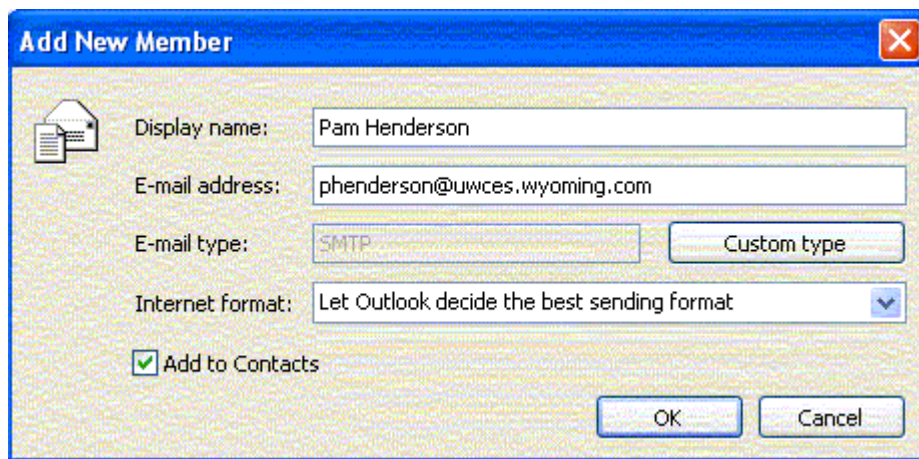
## ***Adding a Distribution List***

1. A new distribution list can be started by one of these methods. Click **File > New > Distribution List**.
  - a. Click the **New down arrow**, and click **Distribution List**.



2. Type a **distribution list name** in the *Name* field.
3. Add a member from Contacts.
  - a. Click the **Select Members** button.
  - b. Highlight the **individual**.

- c. Click the **Members** button.
  - d. Repeat **item b** and **item c** until all members are selected.
  - e. Click **OK**.
4. Add a new member.
  - . Click the **New Member** button.
    - a. Type the **display name**.
    - b. Type the **e-mail address**.
    - c. Click the **Add to Contacts** check box to add this member to Contacts. *This is optional.*
    - d. Click **OK**.



The screenshot shows the 'Add New Member' dialog box. The title bar is blue and contains the text 'Add New Member' and a close button (X). The main area is light gray and contains the following fields and controls:

- Display name:** Text box containing 'Pam Henderson'.
- E-mail address:** Text box containing 'phenderson@uwces.wyoming.com'.
- E-mail type:** Dropdown menu showing 'SMTP' and a 'Custom type' button.
- Internet format:** Dropdown menu showing 'Let Outlook decide the best sending format'.
- Add to Contacts**
- OK** and **Cancel** buttons at the bottom right.

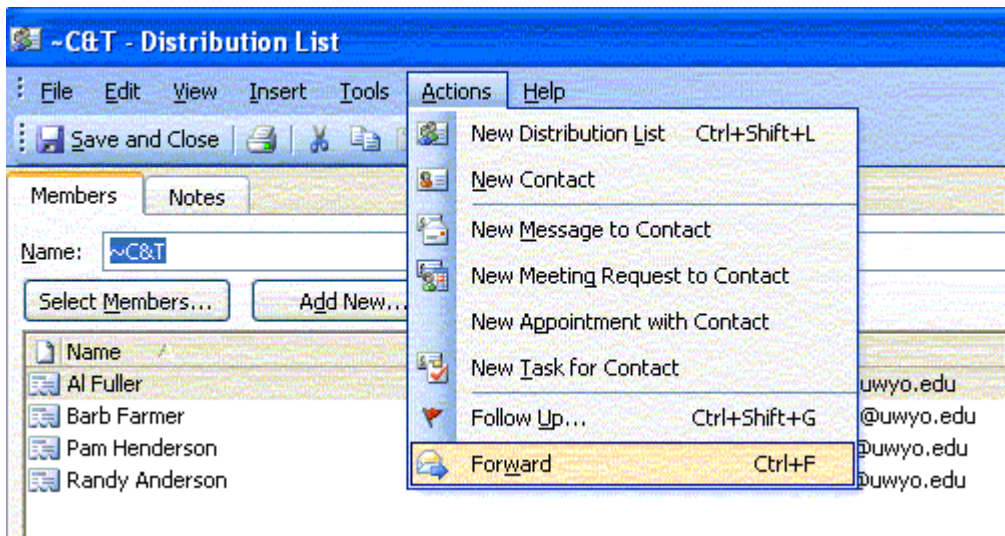
### ***Using a Distribution List***

An e-mail message is sent using a distribution list just like a regular e-mail address. Enter the distribution list name in the **To:** field. It can also be selected from Contacts by clicking the **To:** button.

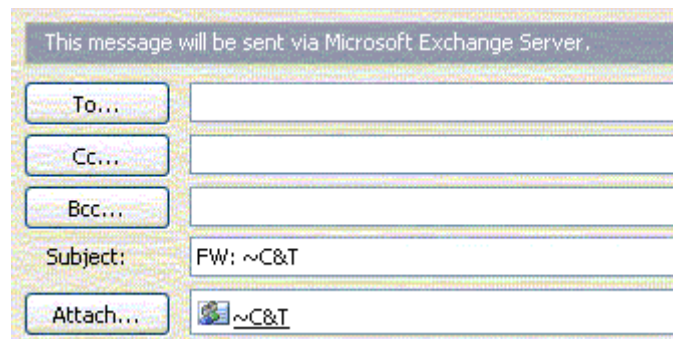
## Sharing a Distribution List

a distribution list can be shared with other individuals by e-mailing it to them as an attachment.

1. Open the distribution list to be shared.
2. Click Actions > Forward.



3. A new e-mail message opens showing the distribution list as an attachment.



4. **Address** and **send** the message.
5. **Close** the distribution list.
6. The recipient opens the e-mail message. The attachment is clicked and dragged into Contacts.

**Note:** The e-mail message may need to be resized before clicking and dragging the attachment. Also, change the *Navigation Pane* to the **folder** view to make it easier to add the distribution list to Contacts.

### ***Update a Member***

A member's information can be updated in a distribution list when it is changed in Contacts.

1. Open the **distribution list**.
2. Click the **Update Now** button.
3. Click **Save and Close**.

### ***Delete a Member***

1. Open the **distribution list**.
2. Highlight the **member** to be deleted.
3. Click the **Remove** button.
4. Click **Save and Close**.