
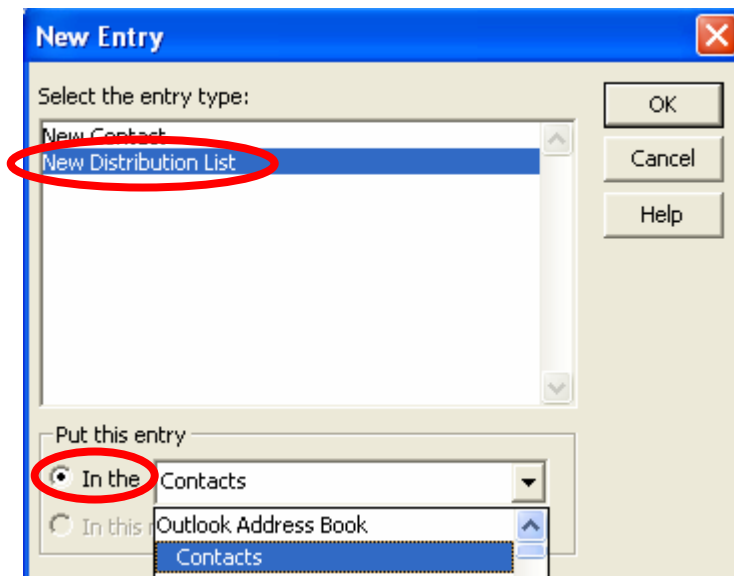


Applications – Outlook 2003

How to Create a Distribution List

1. Click on the **Address Book** icon  or go to **Tools>Address Book**.
2. Click on **File, New Entry**.
3. Select **New Distribution List**. Put this entry **in the Contact** folder or in the **Personal Address Book** folder.



4. Enter a **Name** for your distribution list.
5. Go to **Add New Member** *if your members are not already listed in your address book* or go to **Select Members** if members are already entered in the address book.
6. If you clicked on **Add New Member**:
 - a. Enter the **name of the member**
 - b. Enter **his or her e-mail address**

- c. Click on **OK**
 - d. To add another member **repeat steps 5 and 6**
7. If you clicked on **Select Members**:
- a. **Choose the member** by typing his or her name or by selecting it from the list.
 - b. Click on **Add** to enter the name in the distribution list. To enter another name, **redo step a.**
 - c. Click on **OK.**
8. In the **Name** box, type a name.
9. Click on **Save and Close.**

From here, you can use this distribution list and click on it to directly send a message to all the members.