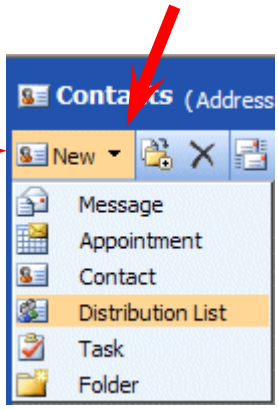
Making Distribution Lists

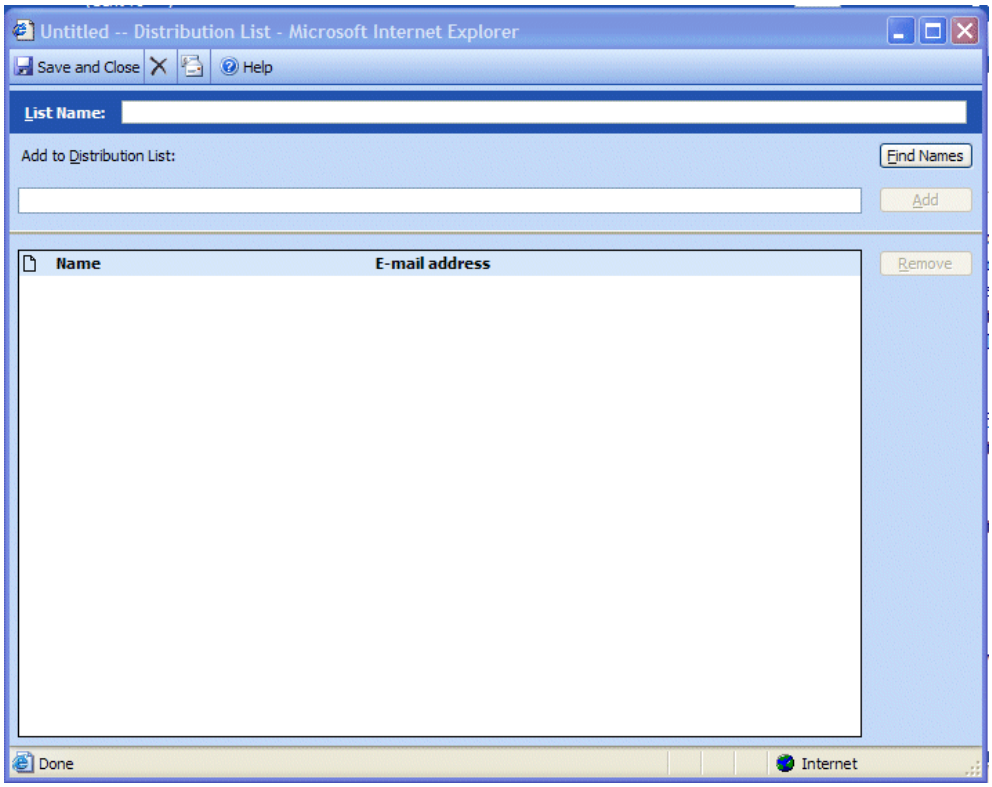
Personal Distribution Lists

Now that you have an idea of how to add **individual names** to **Contacts**, and are familiar with the **Global Address List**, you may want to create **a group of addresses to which you frequently send e-mail**. In Outlook Web Access 2003 this is called a **Personal Distribution List**. To create a Distribution List, you will follow several steps, similar to those above.

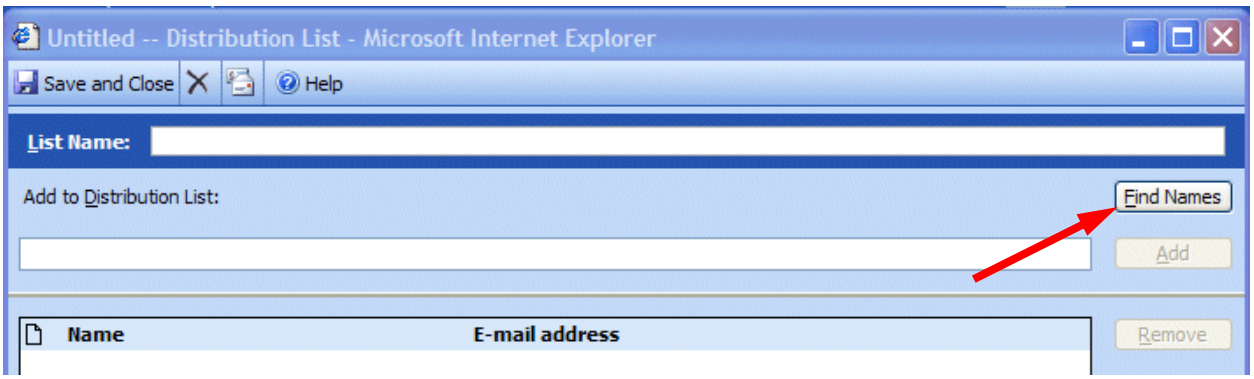
To create a Personal Distribution List you will **need to be in Contacts**, **Inbox, Sent Items, Deleted Items,** or a **Folder**. **You will need to be in a main screen where you can see** the **New Button.**



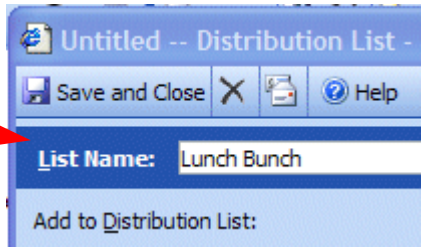
The **image** on the right is the **same for all folders** (Inbox, Sent Items, Contacts, etc). On the **right side** of the **New button** you'll see a **downward pointing triangle**. Place your **cursor on this triangle** and **click** on it. The **drop down menu** you see will include **Distribution List – click** on **Distribution List**. The **Untitled -- Distribution List image** you see **below** will appear.

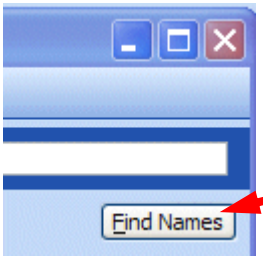


We'll now look at an enlarged view of the Distribution List menu screen on the last page.



In the **area** to the **right** of **List Name**:, **type in a name for your Distribution List** (e.g. Lunch Bunch).





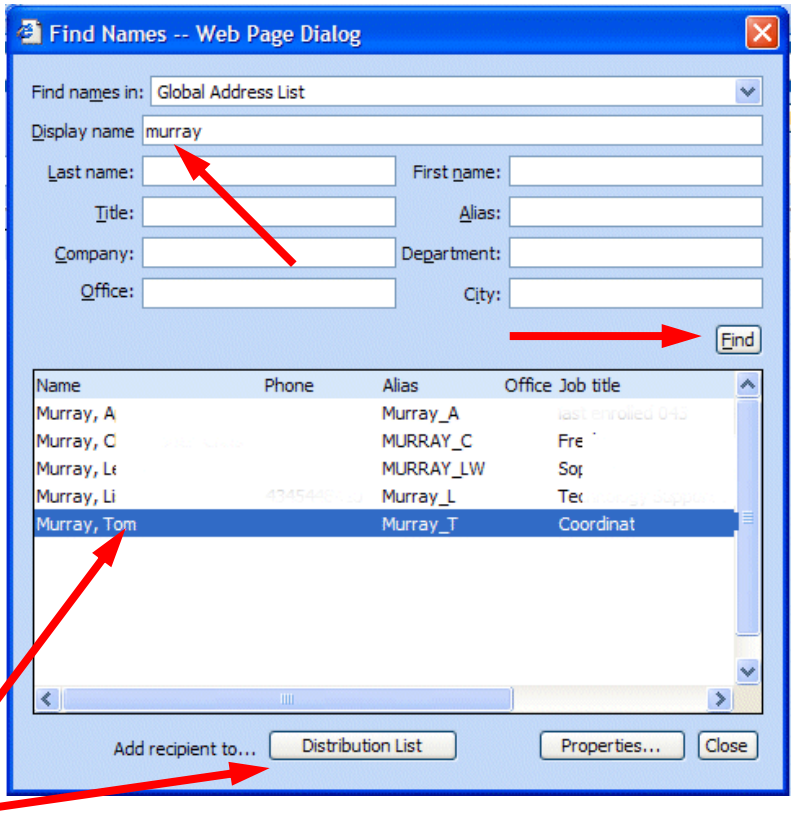
Next, **click** on the **Find Names button**.

This will display the **Find Names** screen.

Notice that this screen **looks** almost exactly **like** the **Find Names** screen you **used to address your messages**.

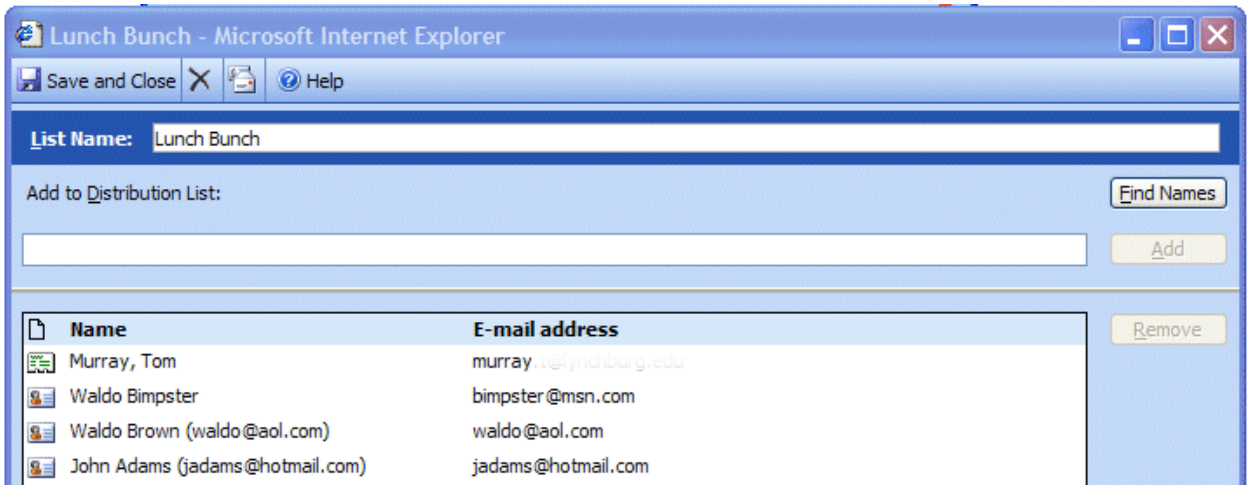
You'll use this menu screen just like you did for adding names to your To…, Cc… and Bcc… on Pages 12 – 14.

Type in a **name** that you want to add to your Distribution List in the **Display name area (see arrow)**. Then **click** the **Find button (see arrow). Select** your **name** in the **lower area** and then **click** the **Distribution List button**.

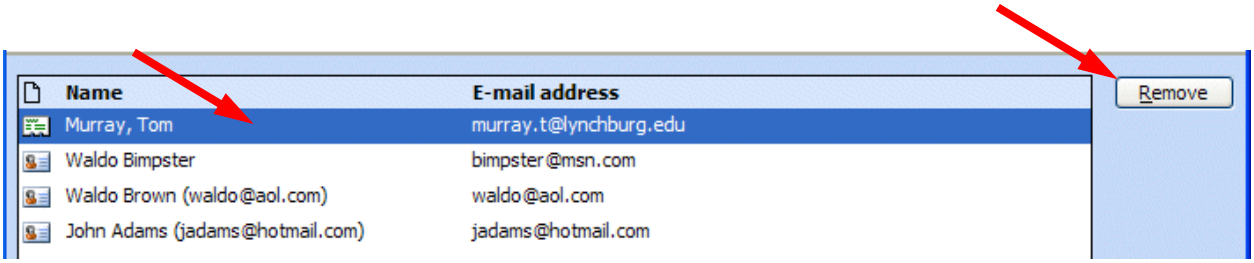


As you add names to your Distribution List, using the Find Names menu screen, you will see them added to your Distribution List each time you click the Distribution List button. When you have added all the names from your Global Address and Contacts list, **click** the **Close button** at the bottom of the Find Names Screen.

You should now return to the **Distribution List screen**. Your screen should look similar to the one **below**. You'll **see** the **name** of **your Distribution List** in the **List Name: area** (and at the top of the Distribution List screen) and the **names** of the **Members** in the **area below.**

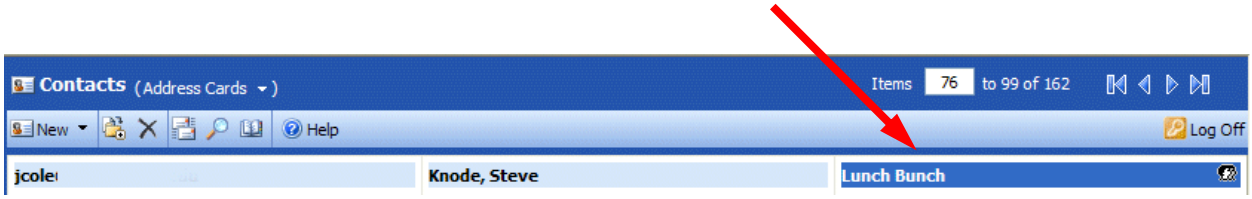


To remove members from the list simply **click once on the member (see arrow below)** and then **click**-on the **Remove button**. You'll notice that they are removed from your list.



To **add new members**, simply **repeat the steps on pages 19 to 21.**

The **next time you "visit" Contacts,** your **screen will look something like the one below.** The **name will be in bold**, and there will be a "teeny" icon of a **woman and a man** on the right.



Any time you desire to make changes to this Distribution List, just **double-click quickly on a list** and you'll be **taken to that Distribution List** screen that you used to create the list.

Sending Messages using your Distribution List

To **send a message to everyone on your Distribution List type** the **name of the Distribution List** (e.g. Lunch Bunch) in the To: or Cc: areas of your message.