

Creating a Personal Distribution List

Try this for the distribution list:

1. Open Outlook,
2. Open Contacts
3. go to Actions,
4. New Distribution List
5. Enter a name for the Distribution list, where the cursor is waiting
6. Now you have two choices (and you can do both):
 - If your list is entirely personal, click on Add New... and just type in the email addresses. I don't think these will have to go into your Contacts.
 - click on Select Members... if all or some of the members of the distribution list are at WCISD
 - (choose them from Global) or from your Contacts (select contacts)
 - or from the "Show names from the..." drop down list in the top right corner of the window.
7. Click on "Save and Close ".
8. The distribution list will be available on your CONTACTS list.