



ANANGU EDUCATION SERVICES
(Ernabella Office)

MICROSOFT OUTLOOK

FS MSO -03

CREATING AND USING A DISTRIBUTION LIST

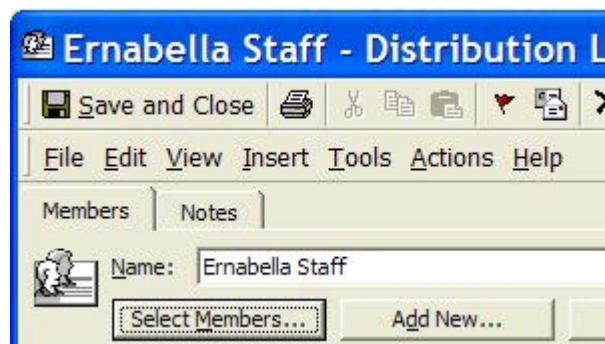
DATE: 25/9/03

You can create one email to send to a group of people in your Contacts by creating a Distribution List and adding members from your Contacts to that list.

1. Open Outlook and double click to open the Contact Folder
2. Click the **down arrow** on the New icon in the Shortcut Toolbar to Select **Distribution List**.

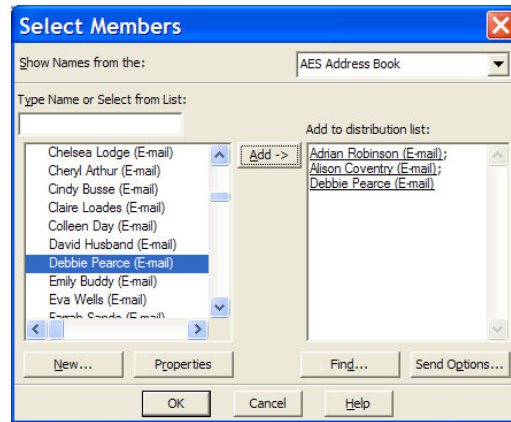


3. Enter the name of your Distribution List eg Ernabella Staff



4. Click on the Select Members button

5. Select the members for your Distribution List from your Contact list by selecting each member and clicking the Add button



6. Click OK when you have selected all the members for your List
7. Click Save and Close
8. To use the new Distribution List you can
 - i. Either click on the To: box which will bring up the Contacts list and select the Distribution List you want to send an email to
 - ii. Type in the name of your contact eg Ernabella Staff and Outlook will look for a best match with that name.
 - iii. Once found the name will be displayed – underlined and in bold
 - iv. If Outlook cannot find a match the name it will not be underlined and you may need to select the name by clicking the To: box or conversely Outlook will prompt you to select a name.

