

Outlook 2007
Using UVic's Exchange Service

How to Create and Use an Email Distribution List

You may pause this tutorial by clicking the pause and resume buttons. You may also click the track buttons to advance forward and backward.

For more information about the ECS project and to provide your feedback, please contact ecstrain@uvic.ca.

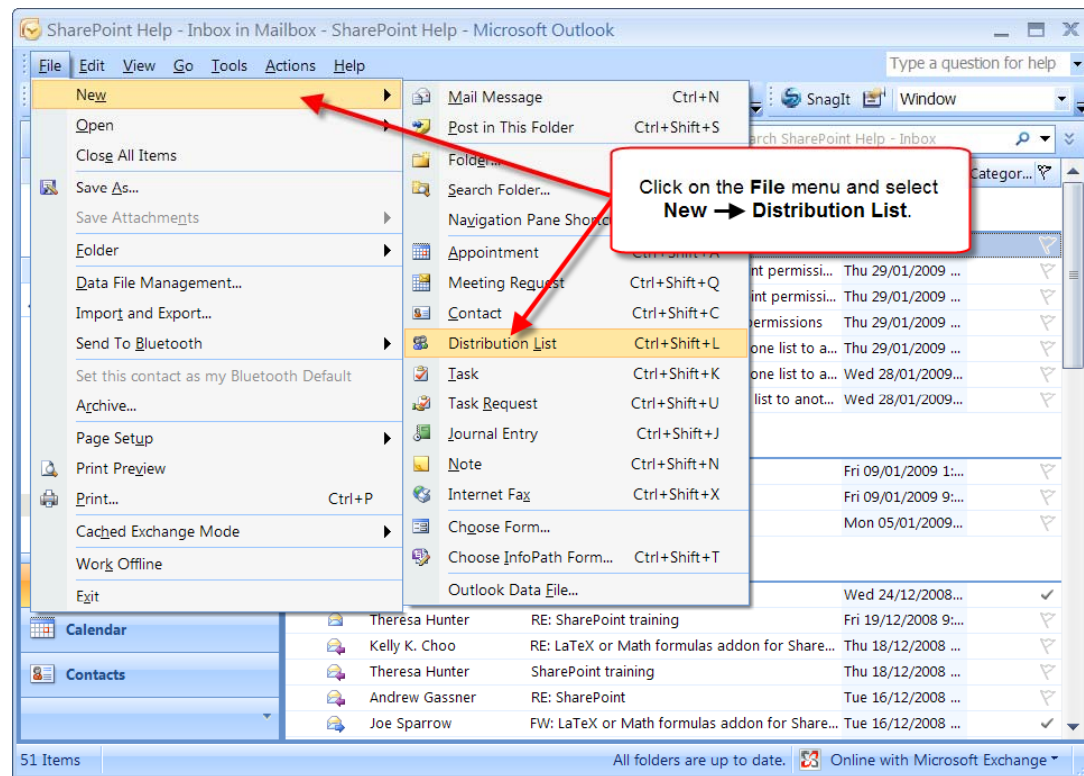


If you frequently send email to the same group of recipients, an email distribution list can be a real time saver. Instead of having to add each individual contact one-at-a-time, you can simply add the distribution list to your email and you have included all of those contacts in one simple step.

1. Click on the **File** menu and select **New → Distribution List** to open the *Distribution List* dialog box.

Note:

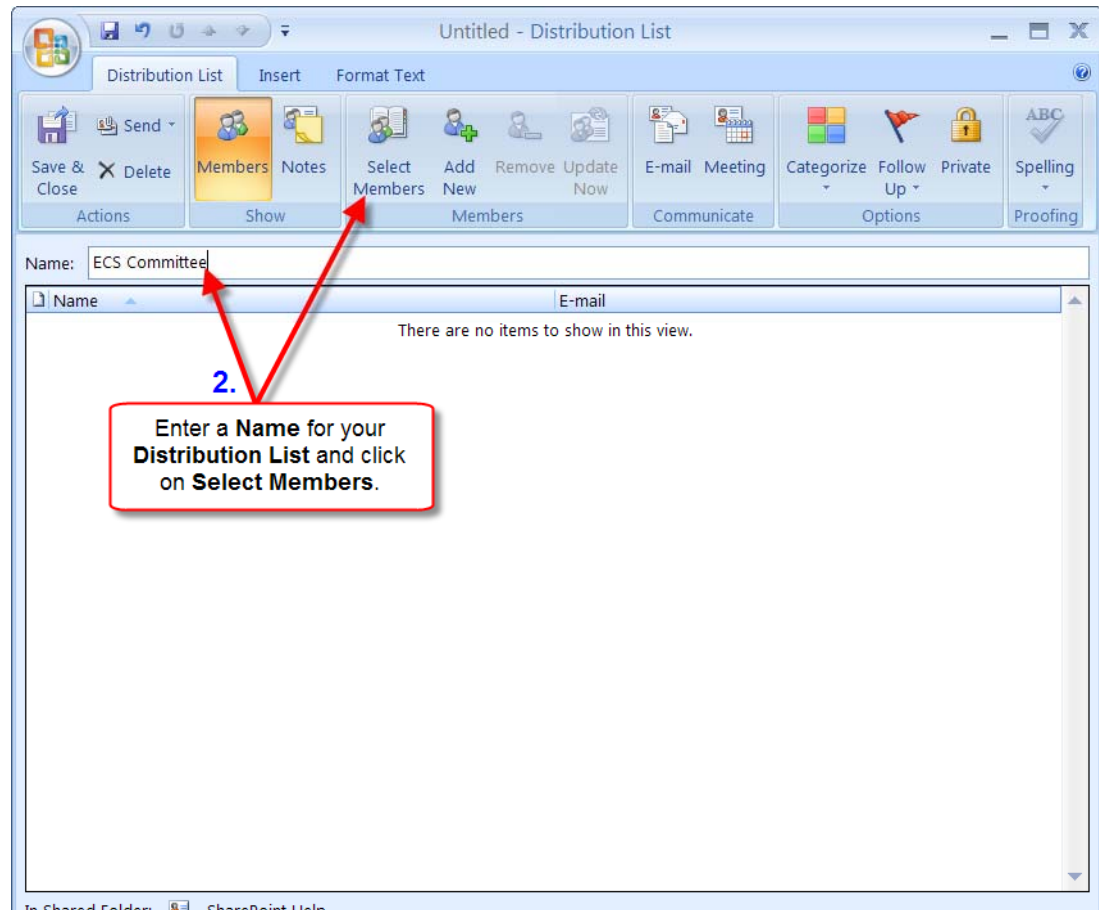
If you are already familiar with creating a Distribution List, but would like to learn how to send an email to a Distribution List, skip to page 6 of this tutorial.



2. Enter a name for your **Distribution List** and then click on **Select Members** to open the Global Address List.

Note:

You can also click on **Add New** to add existing contacts from your **Contacts** folder but, for the purposes of this tutorial, we will use the Global Address List.

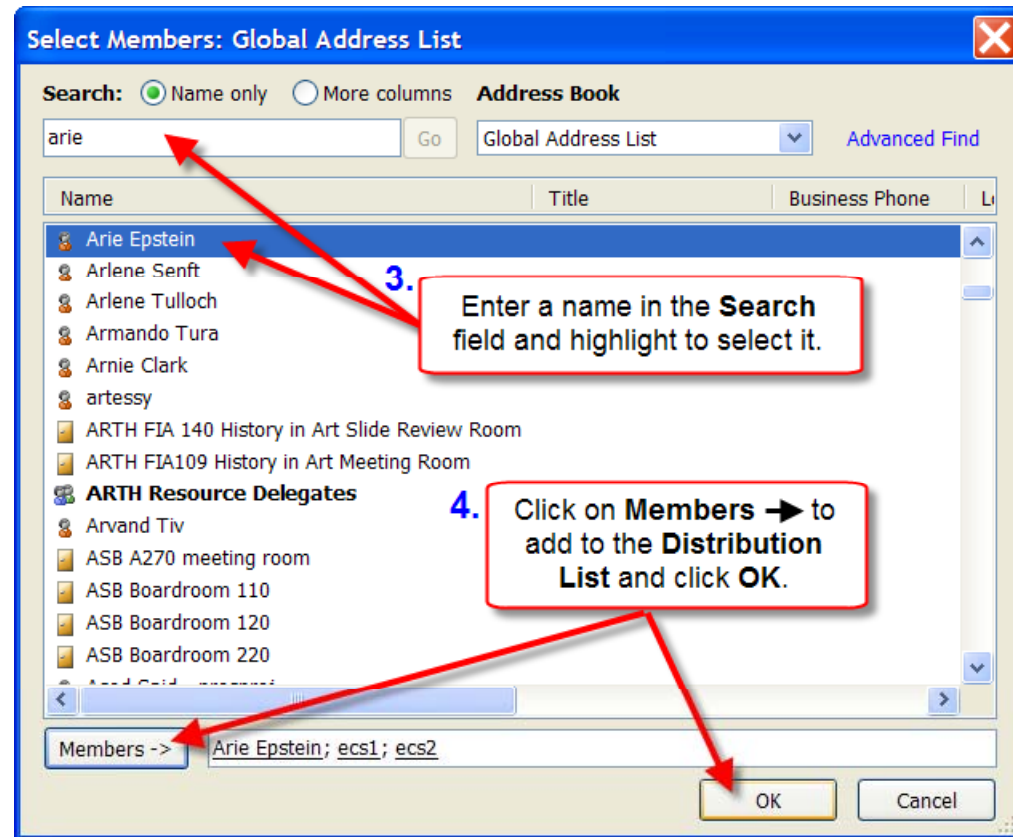


3. Enter a name in the **Search** field and highlight to select it in the list provided.
4. Click on Members → to add the name to the **Distribution List**.

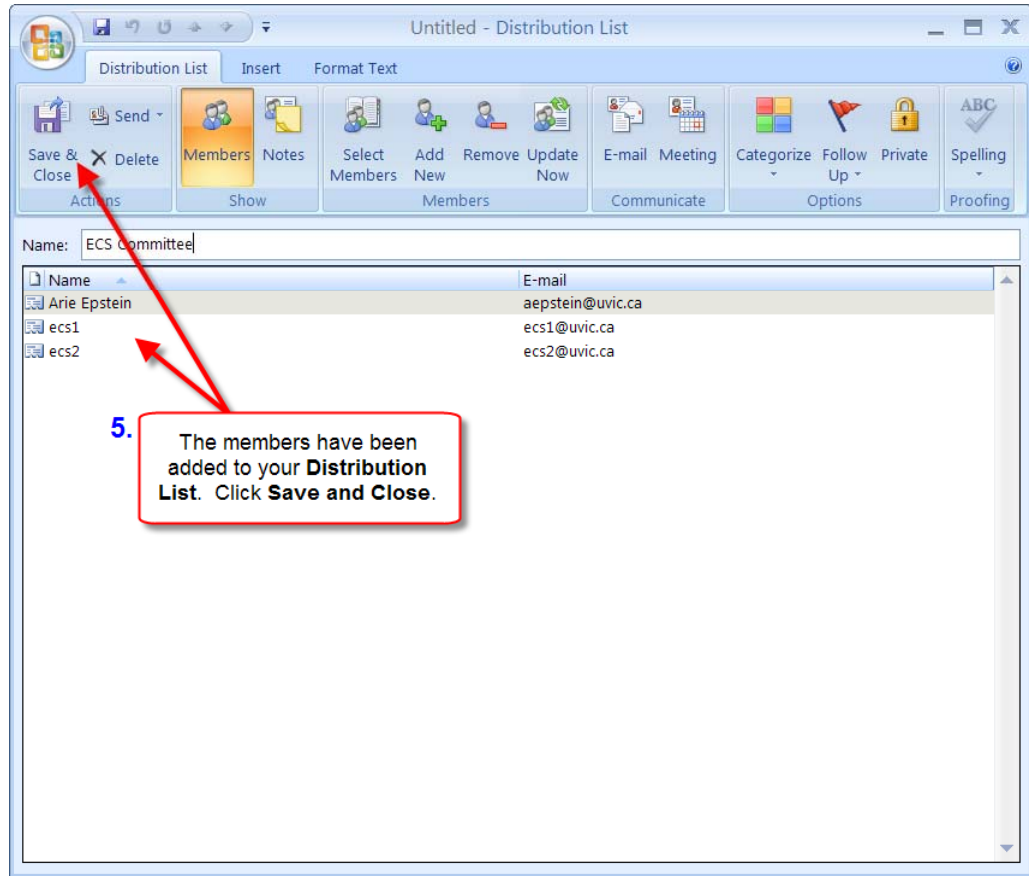
Repeats steps 3 and 4 to add additional members and then click **OK** when you are finished.

Note:

You can also use the short-cut keys SHIFT + Click or CTRL + Click to select multiple names simultaneously.

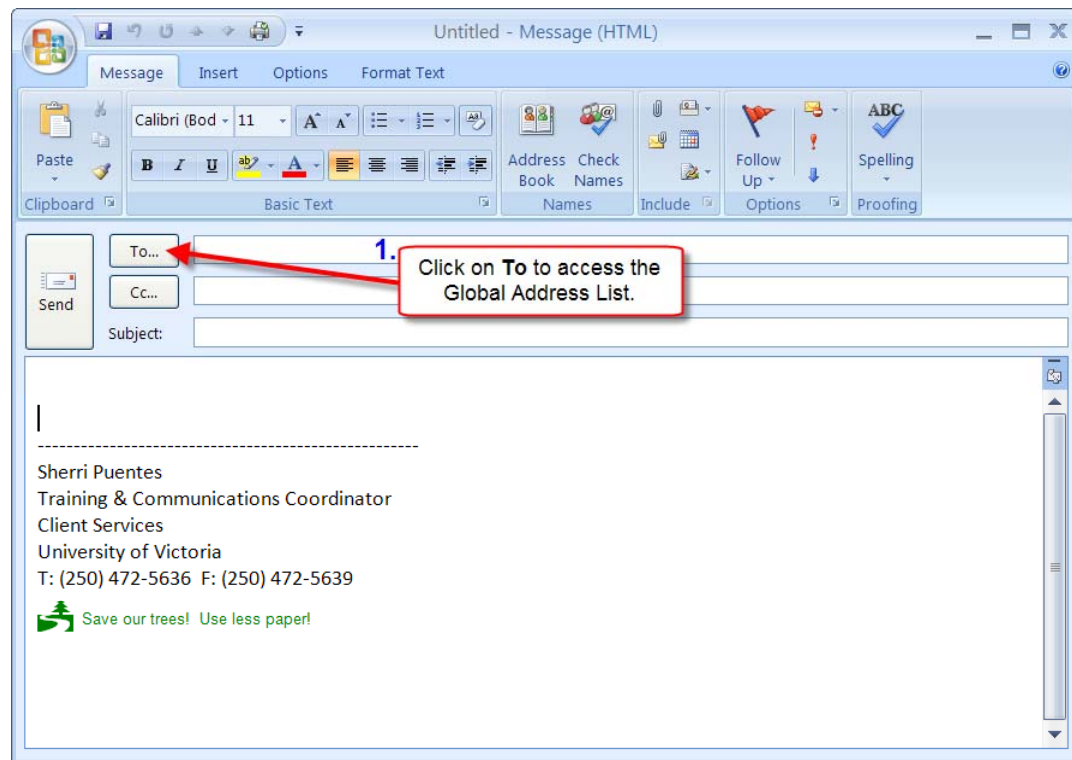


5. The members have been added to your **Distribution List**. Click **Save and Close**.



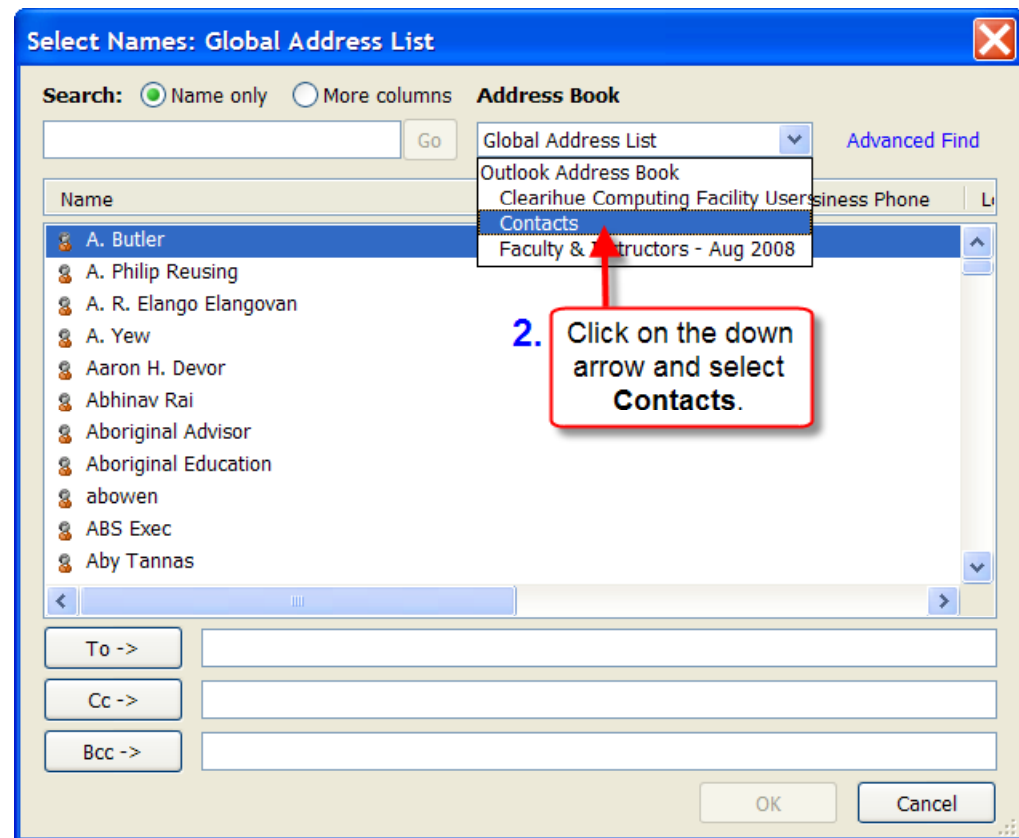
Send Email to a Distribution List

1. Open a new Message window and click on **To** to access the **Global Address List**.



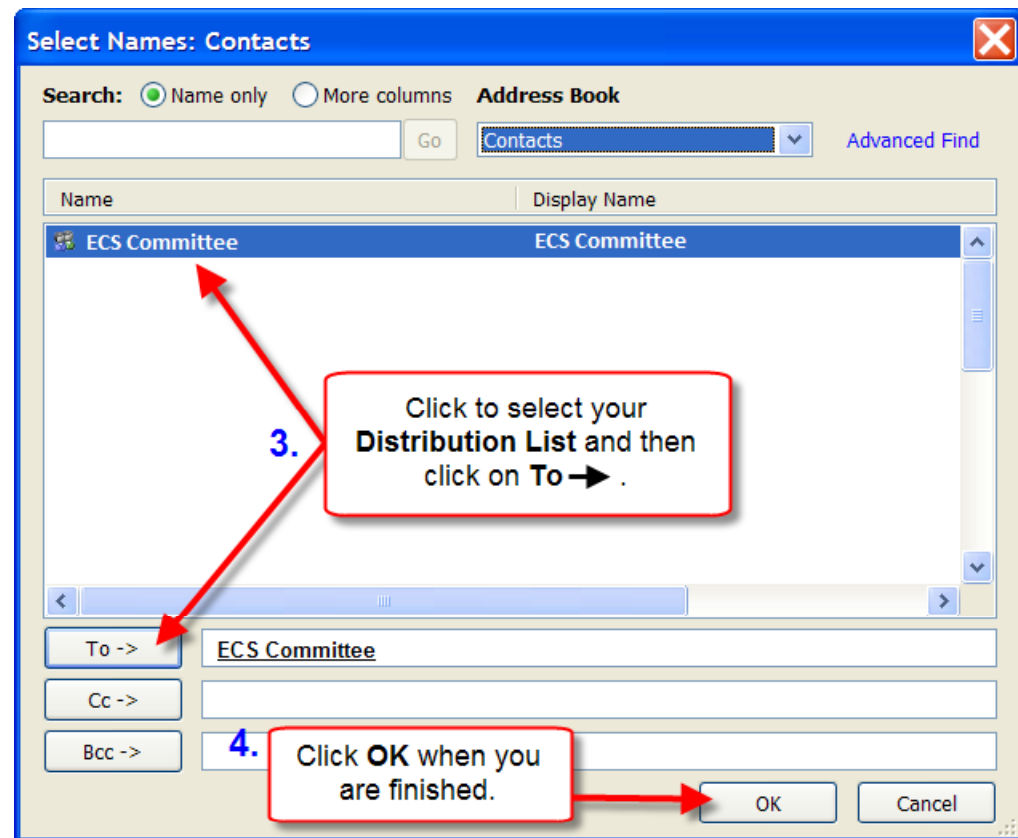
Send Email to a Distribution List

2. Click on the down arrow under **Address Book** and select your **Contacts** folder.



Send Email to a Distribution List

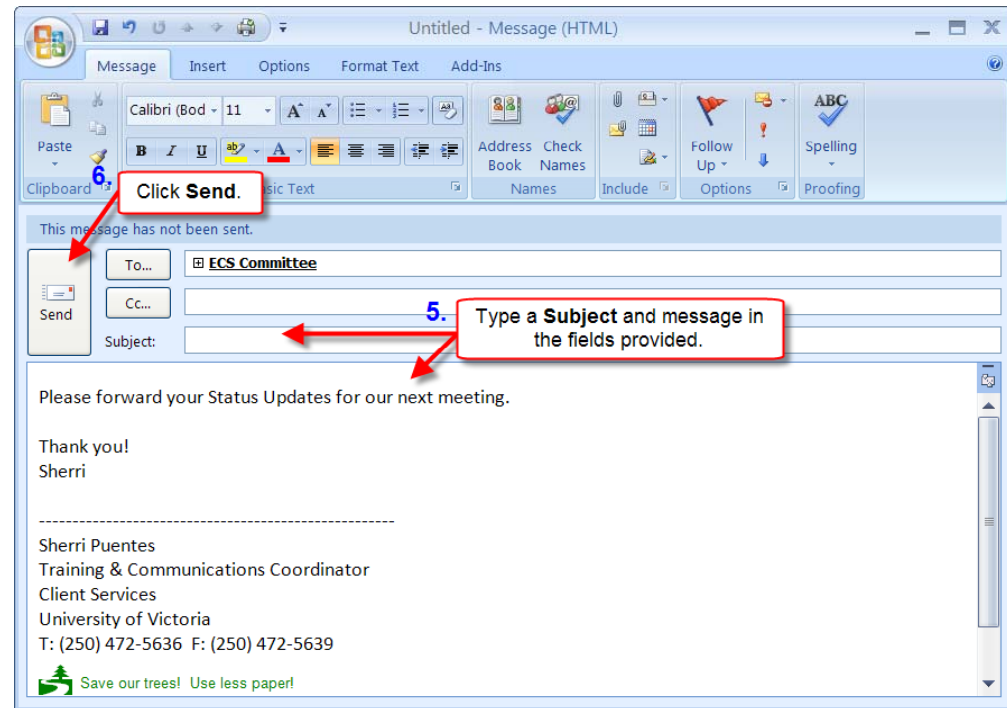
2. Click to select your **Distribution List** and then click on **To** →.
3. When you are finished, click **OK**.



Send Email to a Distribution List

Your **Distribution List** now appears in the Message **To** field.

5. Type a Subject and your message in the fields provided.
6. Click **Send** when you are finished.



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please visit helpdesk.uvic.ca/ecs.
