

Outlook 2007

Using UVic's Exchange Service

How to Save a Distribution List that has been Sent to You

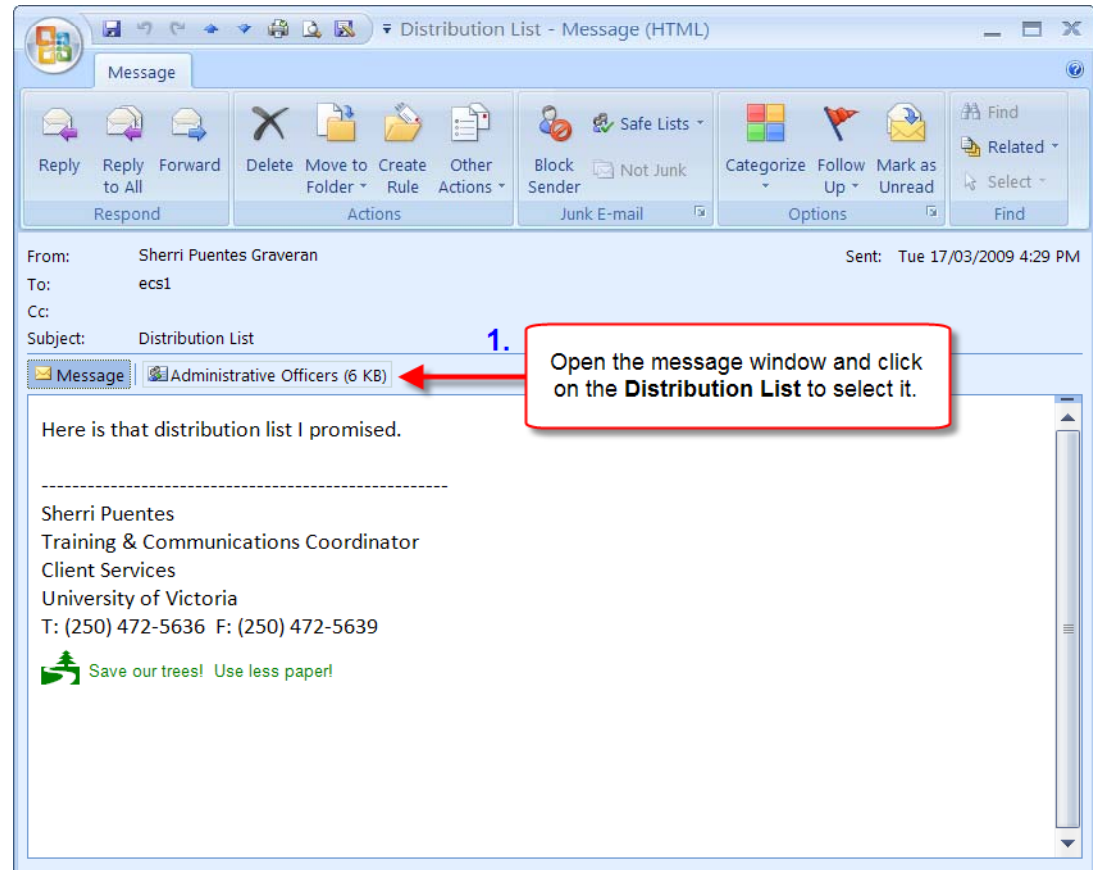
You may pause this tutorial by clicking the pause and resume buttons. You may also click the track buttons to advance forward and backward.

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

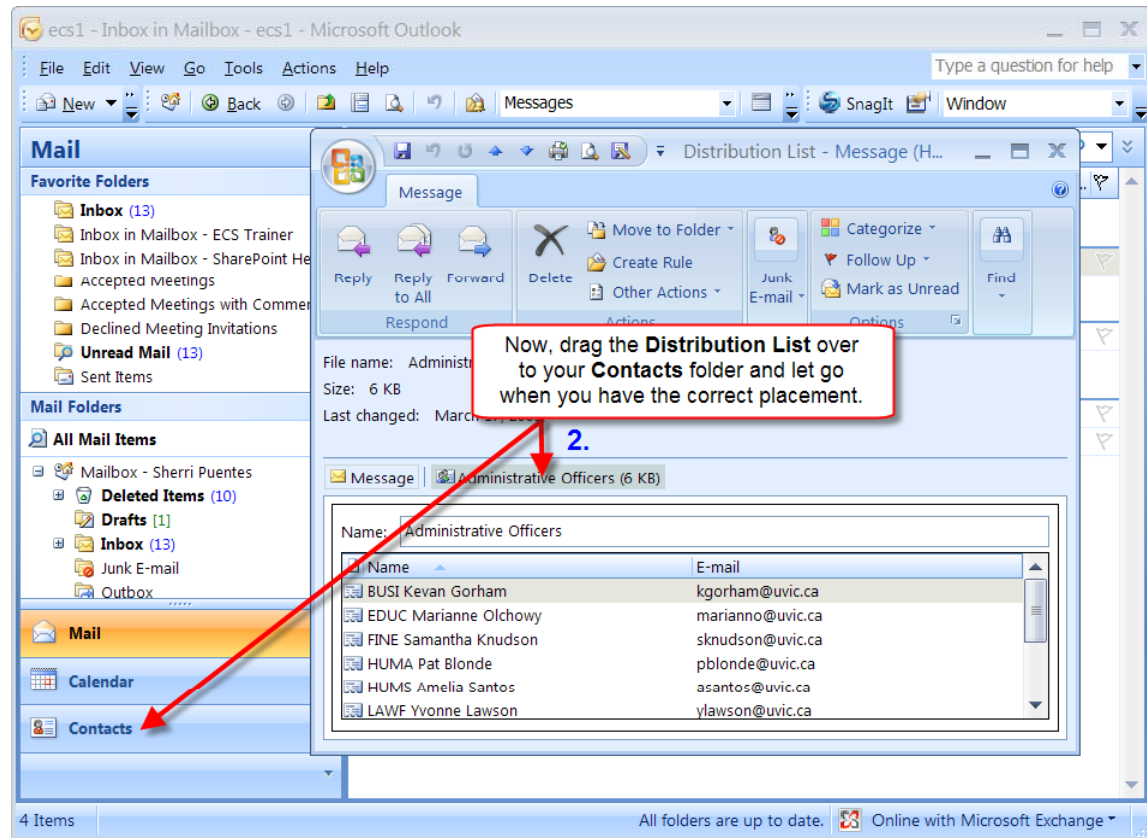


Saving a Distribution List in Outlook 2007 is extremely simple. To learn how to Send a Distribution List, please see the *“How to Send a Distribution List as an Attachment”* tutorial.

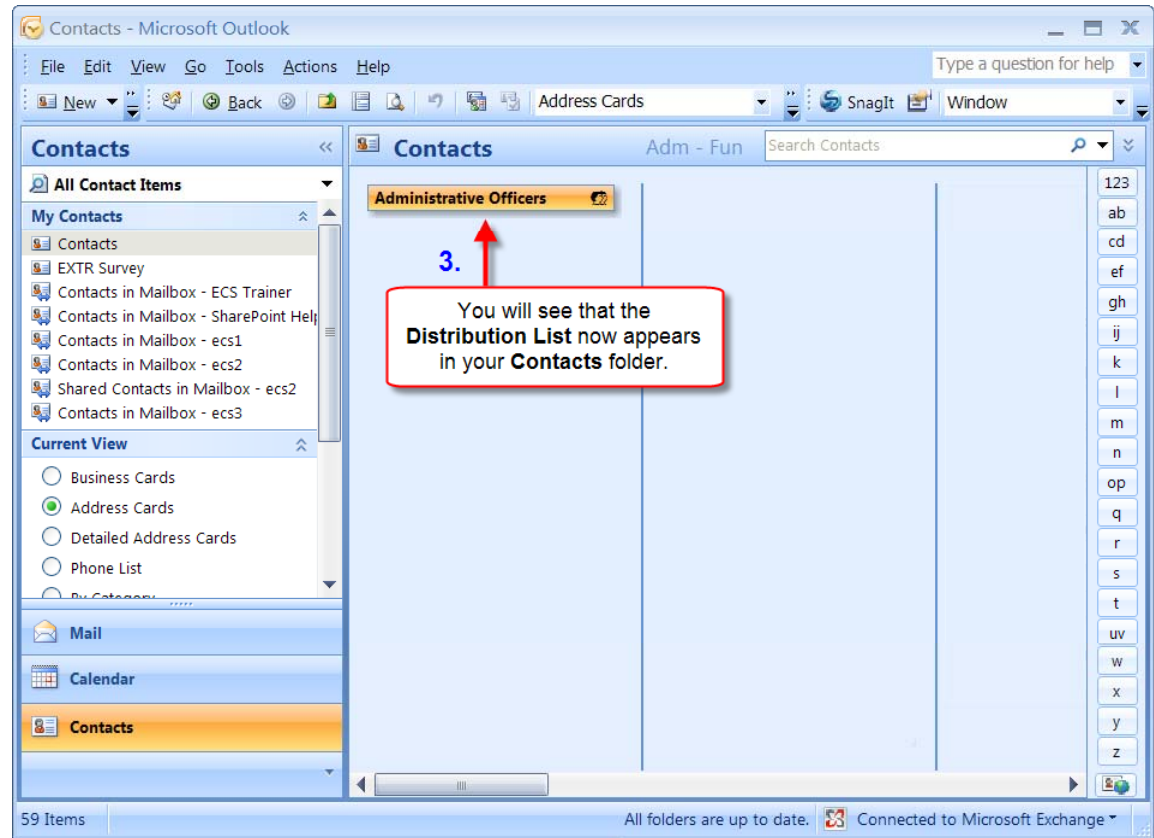
1. Open the message window and click on the **Distribution List** to select it.



- Now, drag the **Distribution List** over to your **Contacts** folder and let go when you have the correct placement.



- 3. You will see that the **Distribution List** now appears in your **Contacts** folder.



To view other related tutorials on Outlook Exchange 2007,
please visit helpdesk.uvic.ca/ecs.
