

Outlook 2007

Using UVic's Exchange Service

How to Send a Distribution List as an Attachment

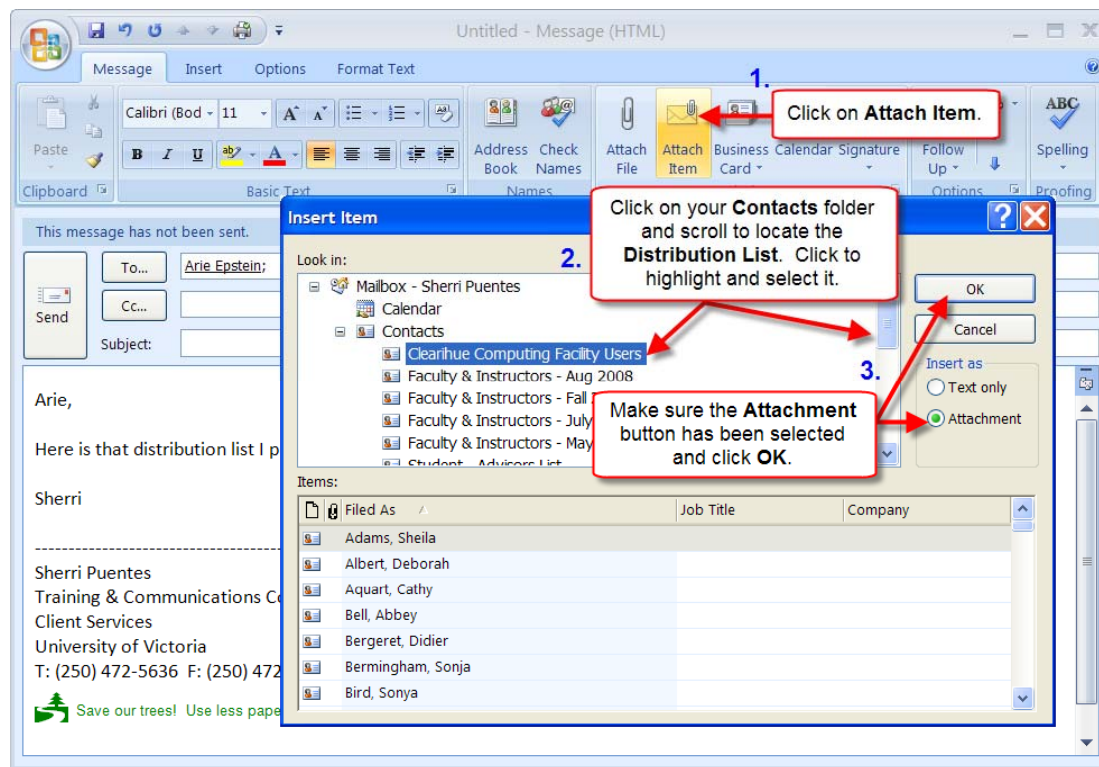
You may pause this tutorial by clicking the pause and resume buttons. You may also click the track buttons to advance forward and backward.

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



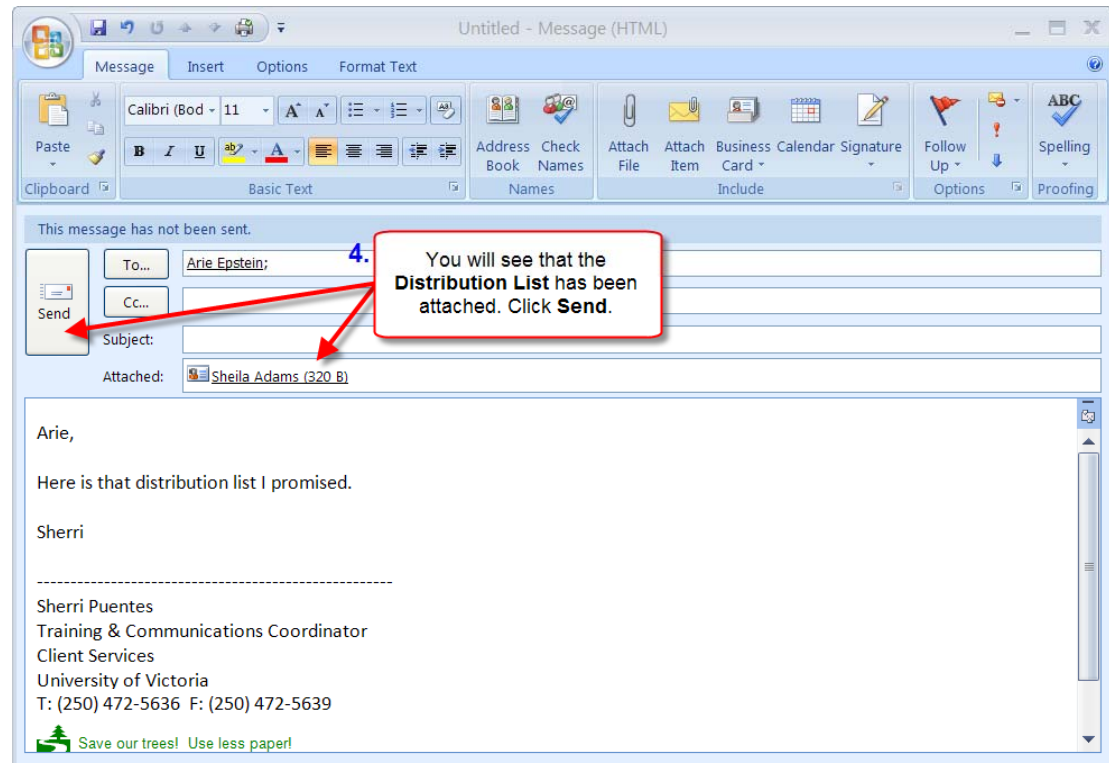
Outlook 2007 has a simple and efficient way to send a Distribution List as an e-mail attachment. To learn how to save a Distribution List, please see the *"How to Save a Distribution List that Has Been Sent to You"* tutorial.

1. In a new Message window, click on **Attach Item** to open the *Insert Item* dialog box.
2. Click on your Contacts folder and scroll to locate the **Distribution List**. Click to highlight and select it.
3. Make sure the **Attachment** button has been selected and click **OK** to return to the Message window.



- 4. You will see that the **Distribution List** has now been attached.

Click **Send** to send the message.



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