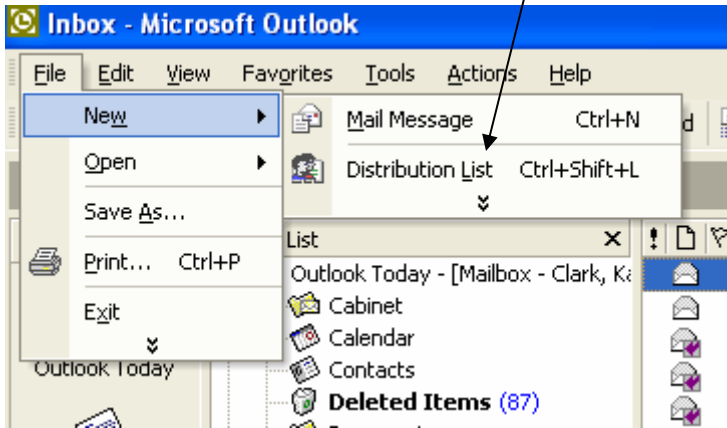
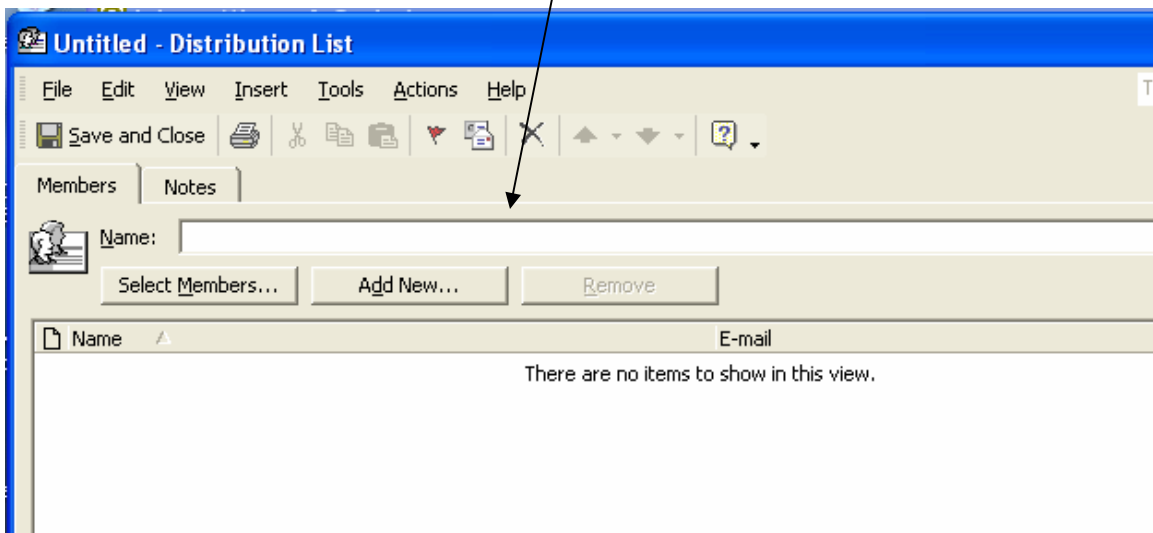


Creating Your Own Distribution Lists in Microsoft Outlook

1. Start up your Microsoft email program
2. Go to File, new, and select Distribution List.



3. When the distribution list window appears, type in a name for the distribution list on the name line. For example, Parents

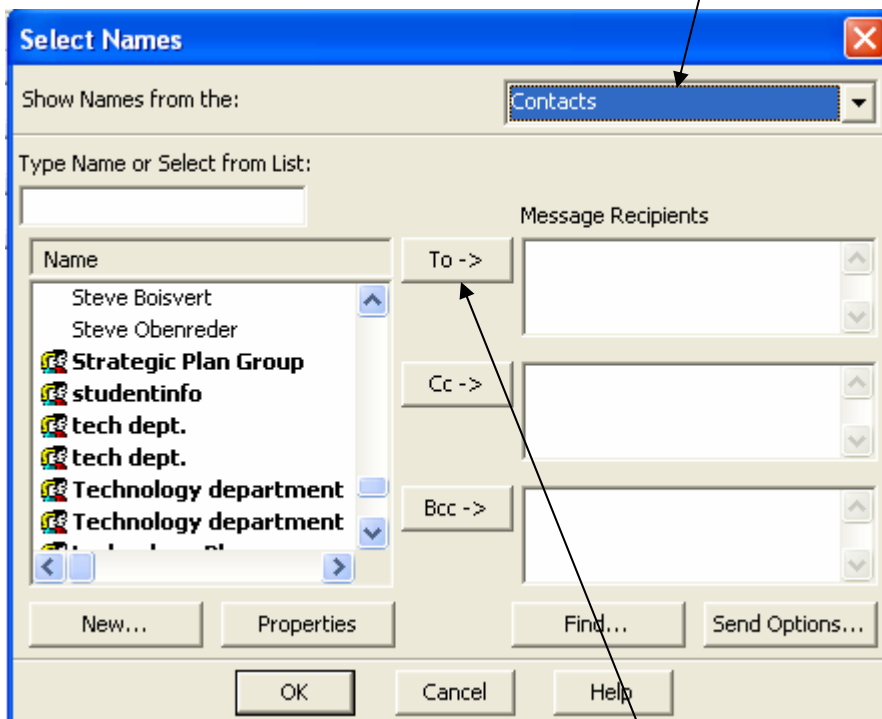


4. There are two buttons under the Name line, the “Select Members” button is for selecting people with email addresses inside the district. To use it, you click on the button, then select the people you want from our email list, click on “Members” after each selection. When you are finished, click on “OK”, then select “Save and Close” in upper left corner of the window.
5. The “Add New. . .” button is for adding people to your list who are outside the district email. When you click on the “Add new” button, type in the person’s name on the “Display Name” line, then type their email address on the email address line, then click on “OK”. You should see the person’s information appear

in the distribution list window. When you are finished adding names, select “Save and Close” in upper left corner of the window.

Using your list(s)

1. Go to your email program and select a new message. Click on the “To” button.
2. In the right hand corner of the window, select “Contacts” from the list. The list on the left will change to your contacts list, and you should see your distribution list in bold letters in that list (all distribution lists will appear in bold letters).



3. Select your distribution list then click on the “To ->” button and click on “OK”. Finish your email as usual.