

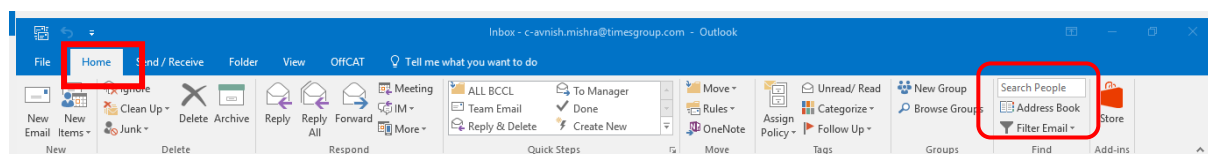
DO YOU KNOW?

How to create a distribution list from your contacts in Outlook

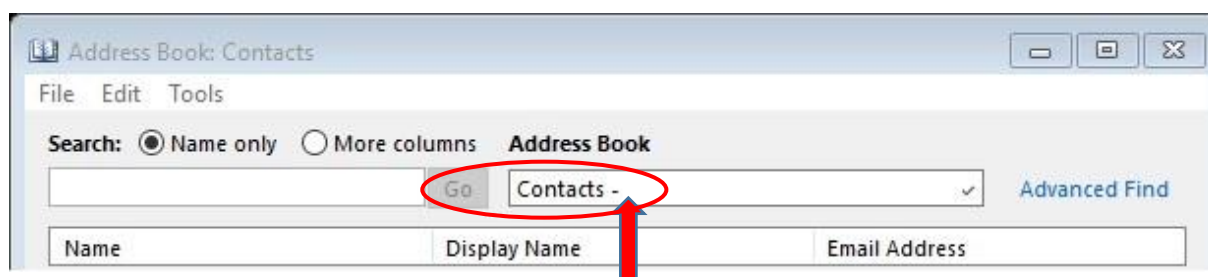
Description:

Microsoft Outlook can create a distribution list from your Contacts list, and store that distribution list in the Contacts folder. This article describes how to create such a distribution list.

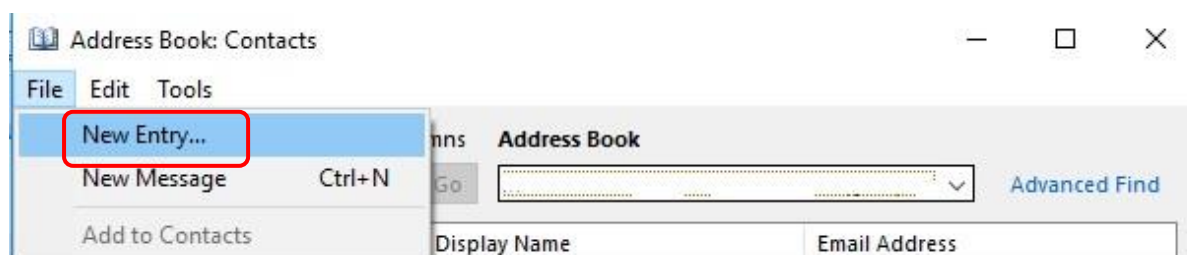
Step 1. On the Home Page, click **Address Book** to open your Address Book.



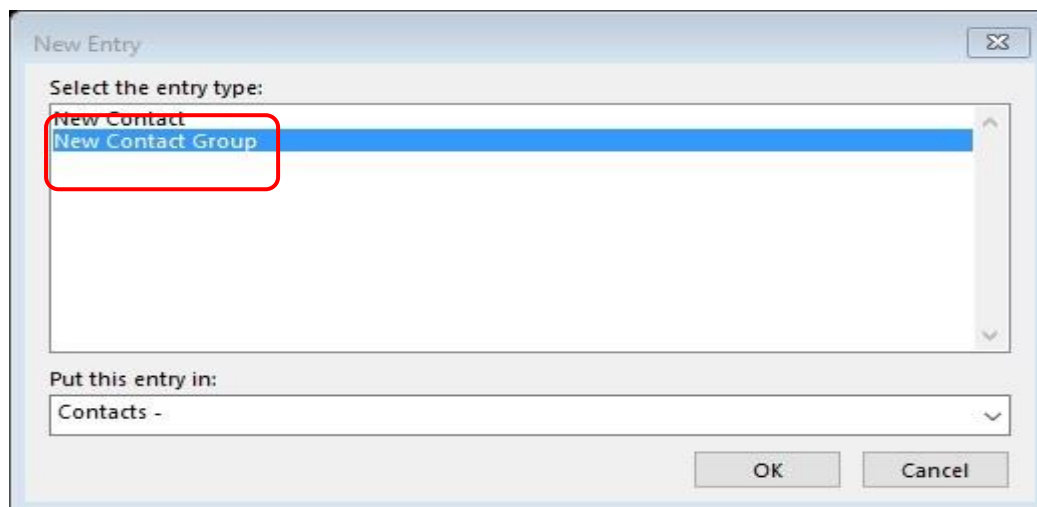
Step 2. Click the list below Address Book, and then select **Contacts**.



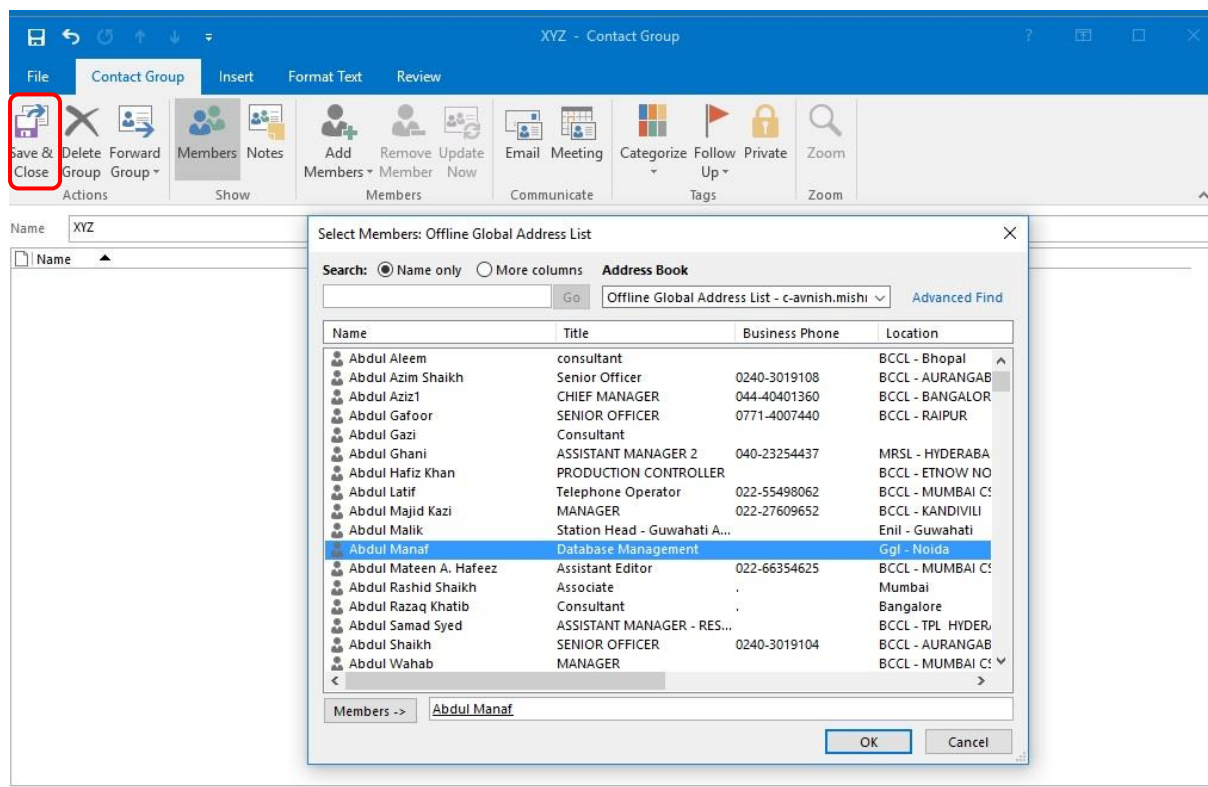
Step 3. On the **File** menu, click **New Entry**.



Step 4. Under **Select the entry type**, click **New Contact Group**.



Step 5. Under **Put this Entry**, click **In the Contacts**. This selection determines where your new distribution list is saved. This is the default location.



Click **OK**. Your new distribution list is now set to be saved in the Contacts folder, and an untitled distribution list form opens. At this point, you can begin adding contacts to your new distribution list, as outlined in the following section.