

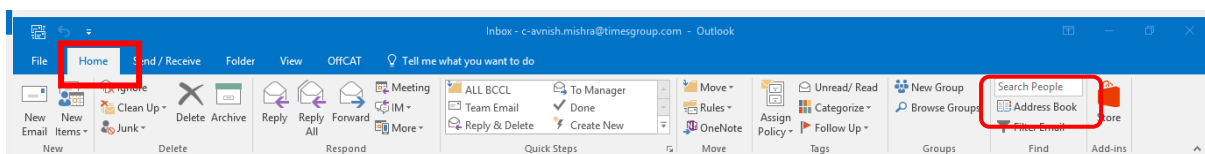
DO YOU KNOW?

How to create a distribution list in Outlook from your contacts

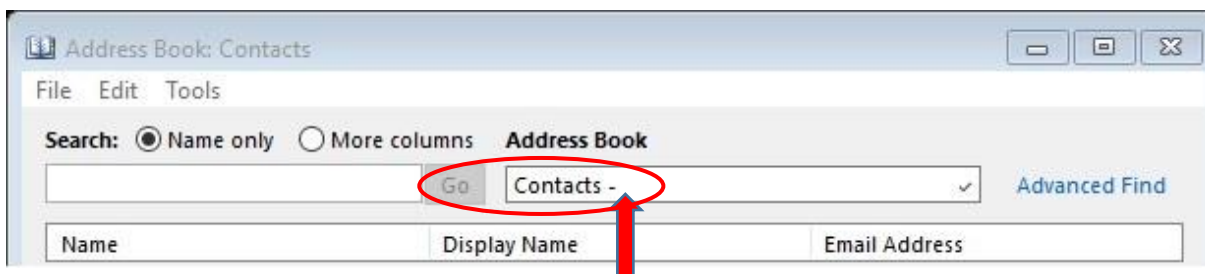
Description:

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 Tab, click **Address Book** to open your Address Book.



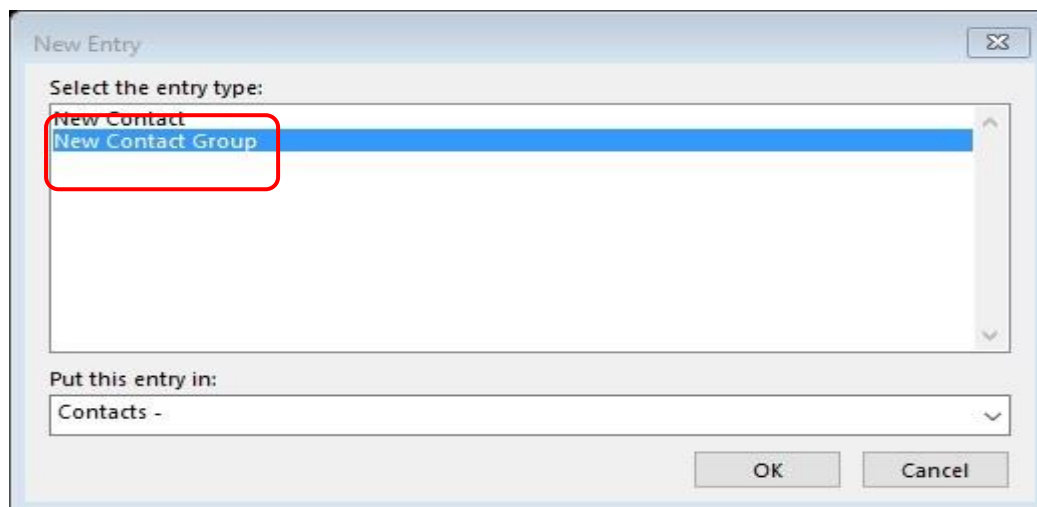
Step 2. Click to select the Address Book.



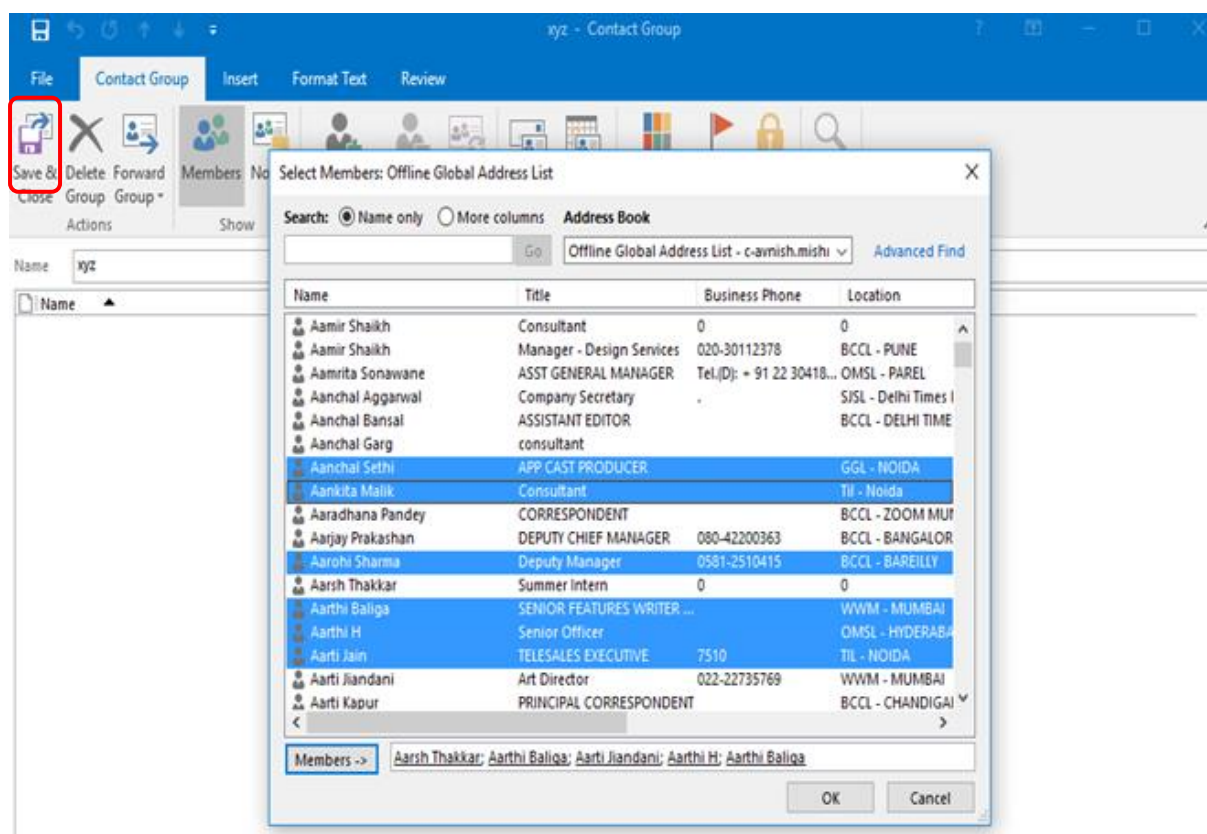
Step 3. On the **File** menu, click **New Entry**.



Step 4. Select the contact type.



Step 5. Choose the Contacts.



Select **OK**. Your new distribution list (mailing group) is now set to be saved in the Contacts folder. At this point, you can begin adding/deleting contacts as required.

THANK YOU