

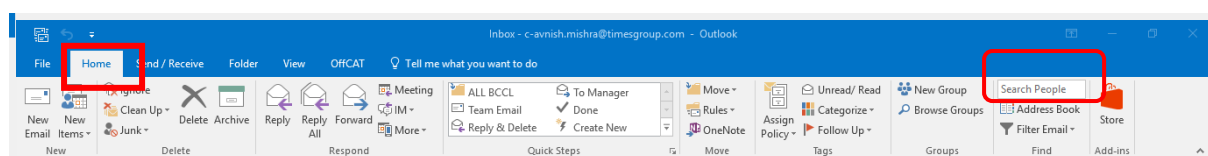
DO YOU KNOW?

How to create a distribution list in Outlook from your contacts

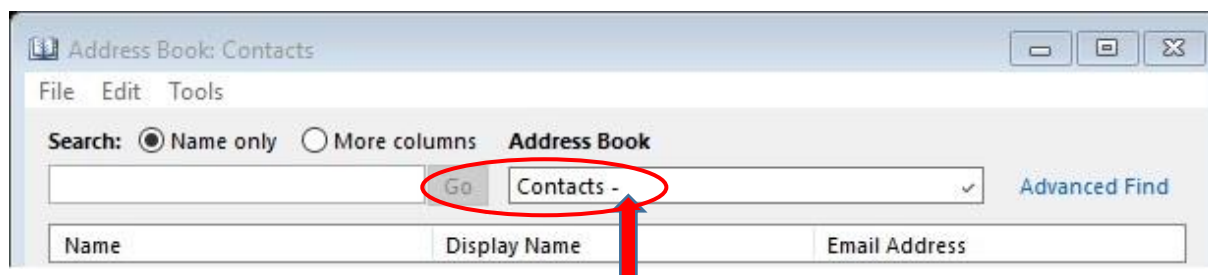
Description:

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.

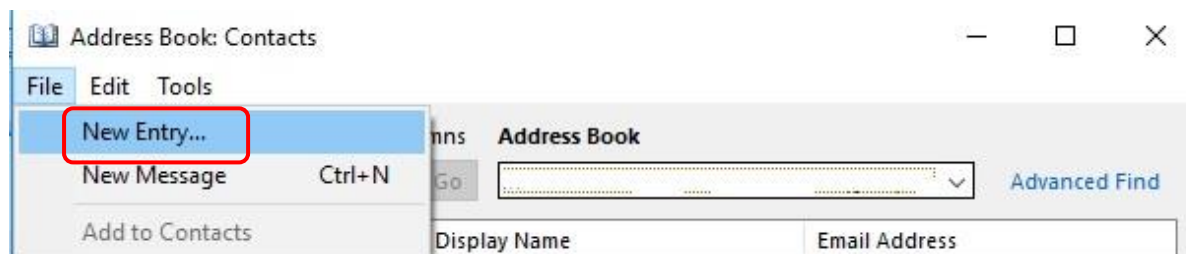
Step 1. On the Home Tab, click **Address Book** to open your Address Book.



Step 2. Click to select the Address Book.



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



Step 4. Select the contact type.

New Entry

Select the entry type:

New Contact

New Contact Group

Put this entry in:

Contacts -

OK Cancel

Step 5. Choose the Contacts.

xyz - Contact Group

File Contact Group Insert Format Text Review

Save & Close Delete Group Forward Group Members No Actions Show

Name xyz

Name

Select Members: Offline Global Address List

Search: ☐ Name only ☐ More columns Address Book

Go Offline Global Address List - c-avnish.mishra Advanced Find

Name	Title	Business Phone	Location
Aamir Shaikh	Consultant	0	0
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Aamrita Sonawane	ASST GENERAL MANAGER	Tel.(D): + 91 22 30418...	OMSL - PAREL
Aanchal Aggarwal	Company Secretary	.	SJSL - Delhi Times I
Aanchal Bansal	ASSISTANT EDITOR		BCCL - DELHI TIME
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Aanchal Sethi	APP CAST PRODUCER		GGL - NOIDA
Aankita Malik	Consultant		Til - Noida
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Members -> Aarsh Thakkar; Aarthi Baliga; Aarti Jiandani; Aarthi H; Aarthi Baliga

OK Cancel

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