

# GSD. Outlook - Create a Personal Local Distribution List in Outlook

**Article ID:** KB0039653

**Created:** 2024-12-19 14:03:24

**Updated:** 2024-12-19 14:03:24

**Author:** {'link':

'https://fmcnadev.service-now.com/api/now/table/sys\_user/acaf843397d74958f7e3bb8fe153afe3',

'value': 'acaf843397d74958f7e3bb8fe153afe3'}

**Category:** {'link':

'https://fmcnadev.service-now.com/api/now/table/kb\_category/56f11880c38a1a100acd330015013196',

'value': '56f11880c38a1a100acd330015013196'}

General Information:

Possible symptoms/errors:

User wants to know how to Create a Personal Local Distribution List in Outlook

Alternative names of the system:

N/A

**IMPORTANT NOTICE:**

This is for personal use only. It is only visible to the user who created the distribution list from their end  
Solution:

Microsoft Outlook has the ability to create a distribution list from the contacts list, and store that list in the contacts folder. Users can save time and some effort by emailing all those contacts at once by using a such a distribution list.

This article describes how to create Local Distribution Lists in Outlook 2016. The creation of Global Distribution Lists is covered by a different process.

Details:

Advise user to click on the Contacts icon in the bottom left navigation pane then to click on New Contact Group.

User must enter the name of the group in the Name field.

To add members of the group, inform them to click Add Members > From Outlook Contacts.

User must enter the name of the person they would like to add.

Once found, advise them to click on the person's name and then click Members. User must do this continuously until they have added all the desired members. User must click OK to close this window once all desired members have been listed.

**NOTE:** User can also press Enter on the highlighted name to be listed on the Members field.

User should now see the new members added to the group's list.

User must click Save & Close.

User can now send an email using the local distribution list created.

Assignment Group:

Ext\_WW\_Collaboration\_SLS\_Capgemini

Ticket Creation:

Template: N/ACategorization:

Configuration Item: N/ACategory: N/Subcategory: N/A

Important Links:

N/A