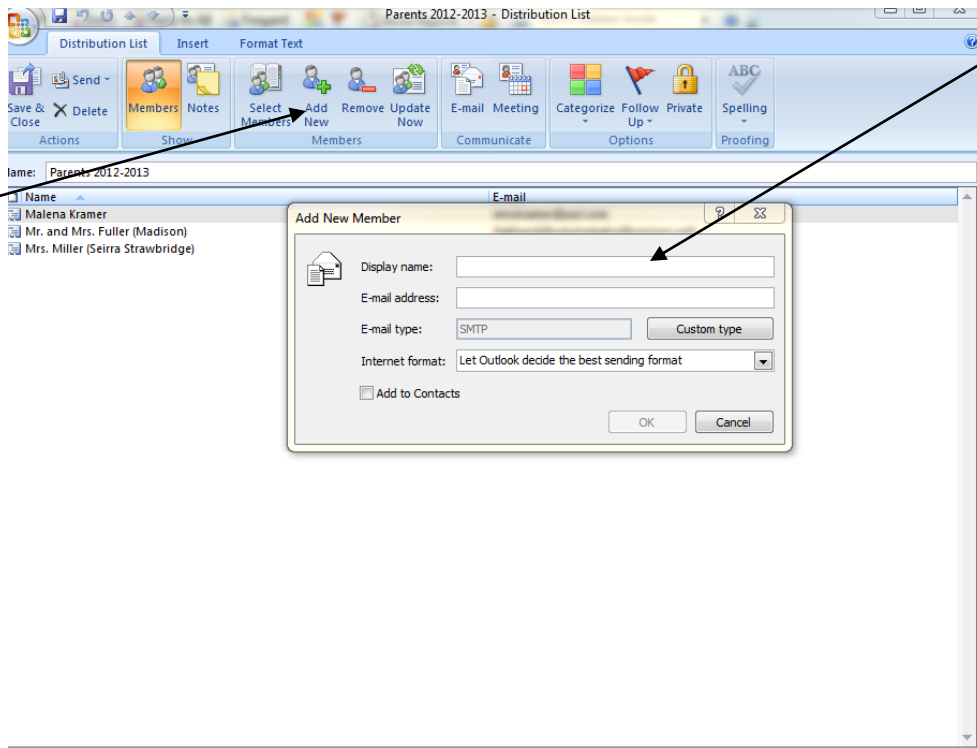


How to make a distribution list in Outlook

- Open email
- Select file ->New->Distribution List
- Select a name for your list (ex: Parent 2012-2013)
- You can copy and paste email addresses into the box or manually type them in. Copy and paste specific email before the next step
 - Add new
 - Fill in display name (Mr. and Mrs. Parent)
 - Fill in email address
 - Choose ok



To find your distribution list when you are ready to email, or when you need to edit or add more:

1. Go to your main email screen->Tools->Address book
2. Your address book is set to default at the Global CV list. From the drop down menu choose CONTACTS (mine is all the way at the bottom). You will see all of your contacts and your distribution list will be in **bold**.