1. From the File menu choose "New" and then "Distribution list," or click on the down arrow beside the "New" button.

🙆 DL lists - Microsoft Outlook					
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S	Distribution List Ctrl+Shift+L				
P	<u>M</u> ail Me	essage	Ketrl	+Shift+I	м
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	Outlook Data <u>F</u> ile				
	*				

2. Enter a reference name for the distribution list, and then click on the "Select members" button. It is best to add names from the Global Address List, or Contacts.

🕺 New list - Distribution List	Select Members	
É Eile Edit View Insert Tools Actions Help	Type Name or Select from List: herbert, do	Show Names from the: Global Address List
🔄 🛃 Save and Close 🛃 🐰 🖻 🕅 🚩 🏝 🗙 🛧 🗸 🔶 🗸 👘 🥃	Name	Business Phone Office
Members Notes	Herbert, Donna Herbert, Jennifer A	710-4357 DPKG
Name: New list	Herbert, John Patrick Herbert, Kristin Elizabeth	
Select Members Add New Remove Update Now	Herbert, Mara	
Name A E-mail	 Herbert_Schwetman HERBERTD Hercherbahn, Candice M 	971-0491 5005
	Hereford, Brandon O Hereford, Larry Ellis	0/1-9001 3003
N	Add to distribution lists	<u>></u>
н <u>у</u>	Members -> Herbert, Donna	I
Categories	Advanced 🔻	OK Cancel

3. Click "OK" when you are through entering names. You will now see the list populated with names and email addresses. Save and close.

🛿 Helpdesk - Distribution List				
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Members Notes				
Name: Helpdesk				
Select Members Add New	Remove Update Now			
🗋 Name 🔺	E-mail			
🔜 Herbert, Donna	Donna_Herbert@baylor.edu			
🔜 Huang, Glenda	Glenda_Huang@baylor.edu			
🔜 Kramolis, Tammie J.	Tammie_Kramolis@baylor.edu			
🔜 Kramolis, Teresa	Teresa_Marek@baylor.edu			
🔜 Nelson, Karla	Karla_Nelson@baylor.edu			
🔜 Philpott-Lewis, Debbie	Debbie_Philpott@baylor.edu 🗸			
Categories	Private			

4. To enter an off campus address, or one that you may not have in an existing address book. Click on the "Add new" button. Enter a name and an email address then click OK.

Add New	v Member		
	Display name:	Ted Teal	
	E-mail address:	ted.teal@email.com	
	E-mail type:	SMTP Custom type	
	Internet format:	Let Outlook decide the best sending format	
	Add to Contact	s N	
		OK Cancel	

4. Double head icons in your address book signify distribution lists. Remember that distribution lists are housed within address books. They do not appear in the folder list.

DL lists	
Helpdesk	Ø
Out	£
P5Y1305	Ø
P5Y3330	Ø
Server guys	£
Training accounts	Ω

New feature: Distribution lists are now expandable in Outlook 2003!



Distribution lists can now be expanded to remove or add contacts one a per use basis. Deletions or additions to your list are now possible when addressing the list and the original list will remain in tact for the next use.