

Creating Distribution Lists and Contacts

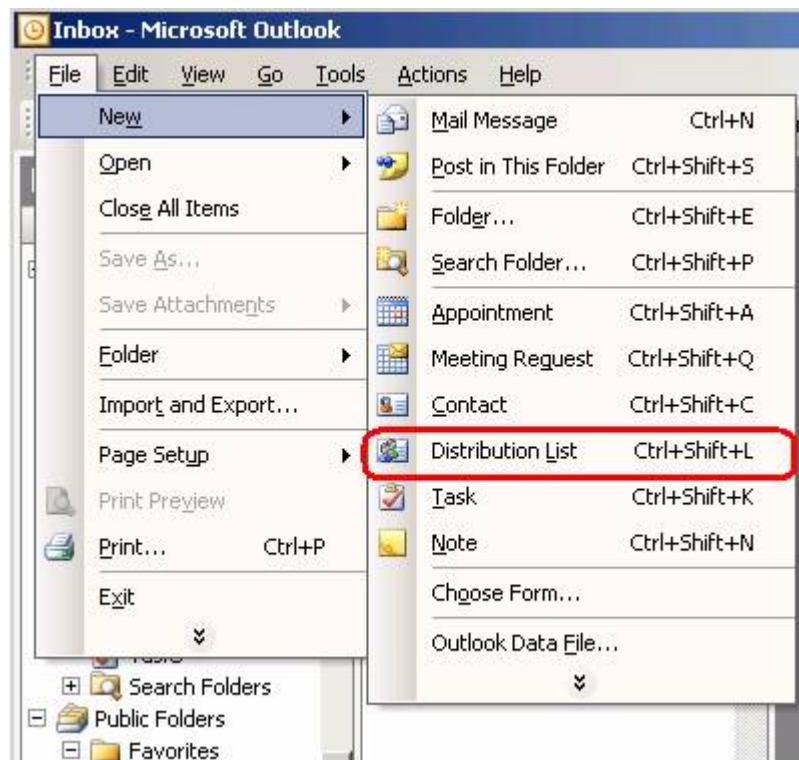
Do you often send emails to the same group of people? Then create your own personal distribution list like the pvc-everyone list.

Distribution lists are useful for managing groups of contacts, such as a Department or committee. Once you set up a distribution list for a Department, you can enter just the name of your Department's distribution list (i.e., My Department) instead of each Department member's email address.

To create a distribution list:

First, in Outlook, Click **"File"** and then **"New"** and you will see a menu similar to the one to the right. Select **"Distribution List"** from the menu.

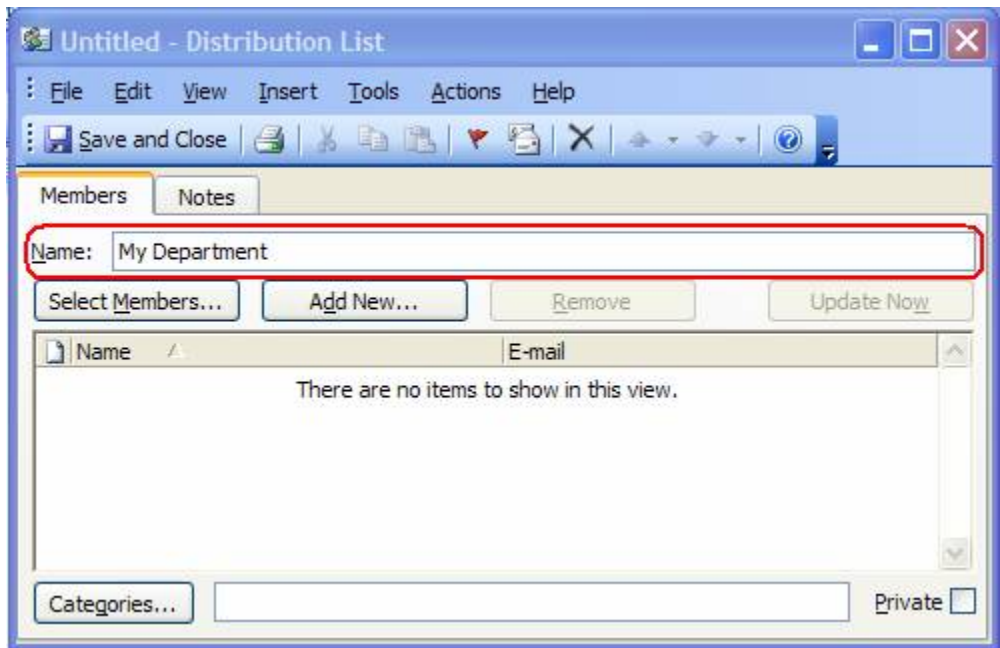
Select **Distribution List**.



The **Distribution List** window should appear on your screen.

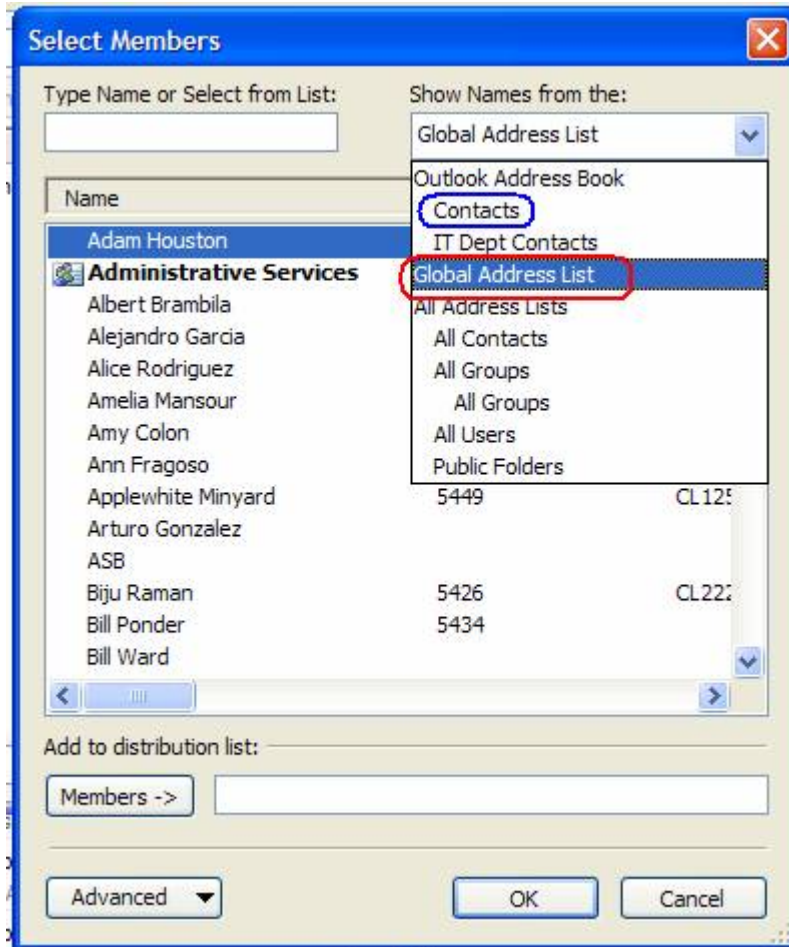
Type in the name for what you want to call the distribution list in the **Name** field. Here we just typed in "My Department".

Click **Select Members**, and then choose the people you'd like to add.



You can select from the **PVC Global Address List**, your own **contact list**, or both.

Click **Save and Close** to save your new distribution list.

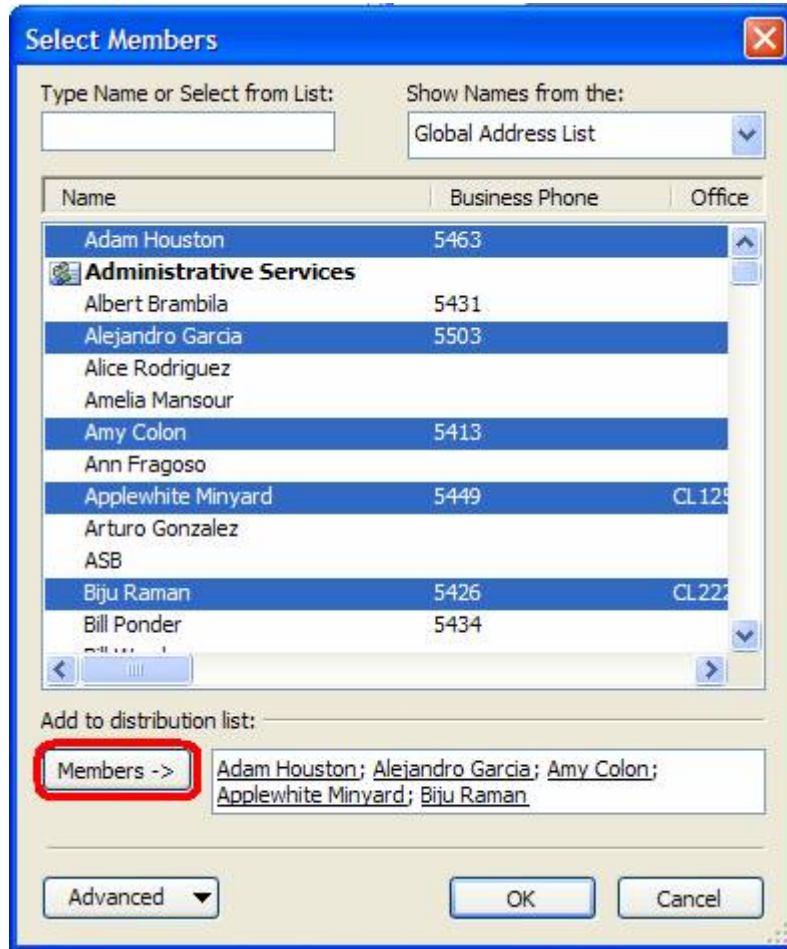


You can select multiple names at the same time by HOLDING down the ctrl key on your keyboard and clicking each name you want.

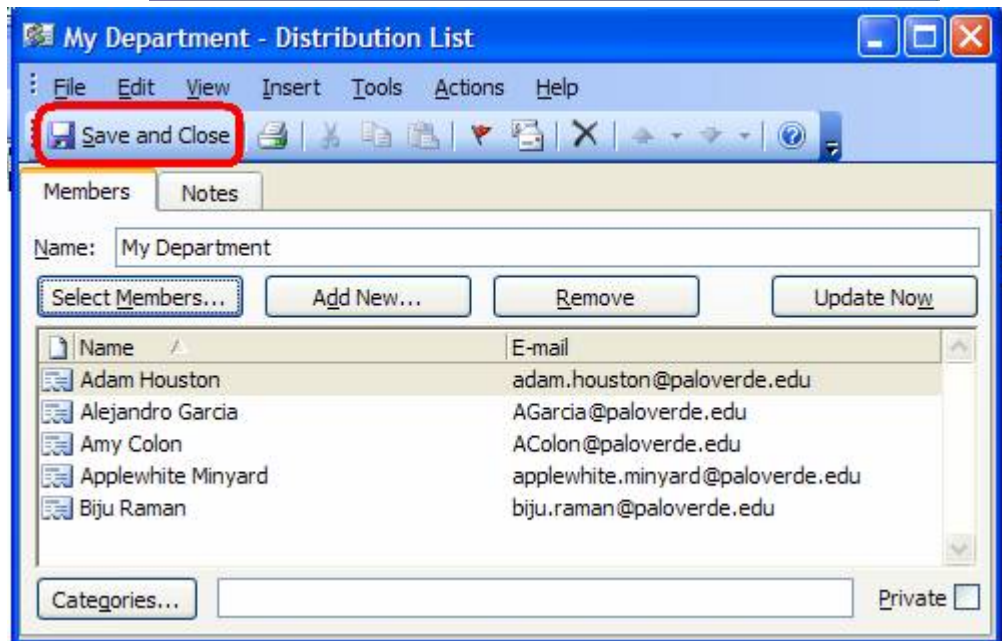
The screenshot shows a 'Select Members' dialog box with a search field and a dropdown menu set to 'Global Address List'. Below is a table of members with columns for Name, Business Phone, and Office. Several rows are highlighted in blue, indicating they are selected. At the bottom, there is a section for 'Add to distribution list:' with a 'Members ->' button and an empty text field. The dialog also features an 'Advanced' dropdown, 'OK', and 'Cancel' buttons.

Name	Business Phone	Office
Adam Houston	5463	
Administrative Services		
Albert Brambila	5431	
Alejandro Garcia	5503	
Alice Rodriguez		
Amelia Mansour		
Amy Colon	5413	
Ann Fragoso		
Applewhite Minyard	5449	CL123
Arturo Gonzalez		
ASB		
Biju Raman	5426	CL223
Bill Ponder	5434	
Bill Ward		

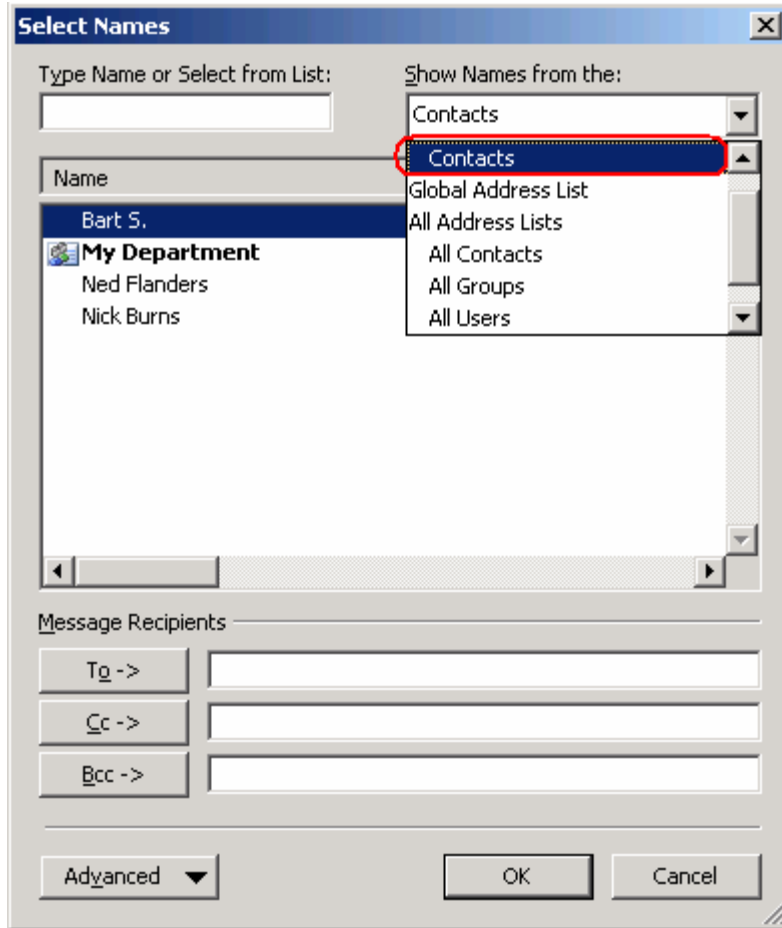
Then click the “Members” button the then click “OK” button.



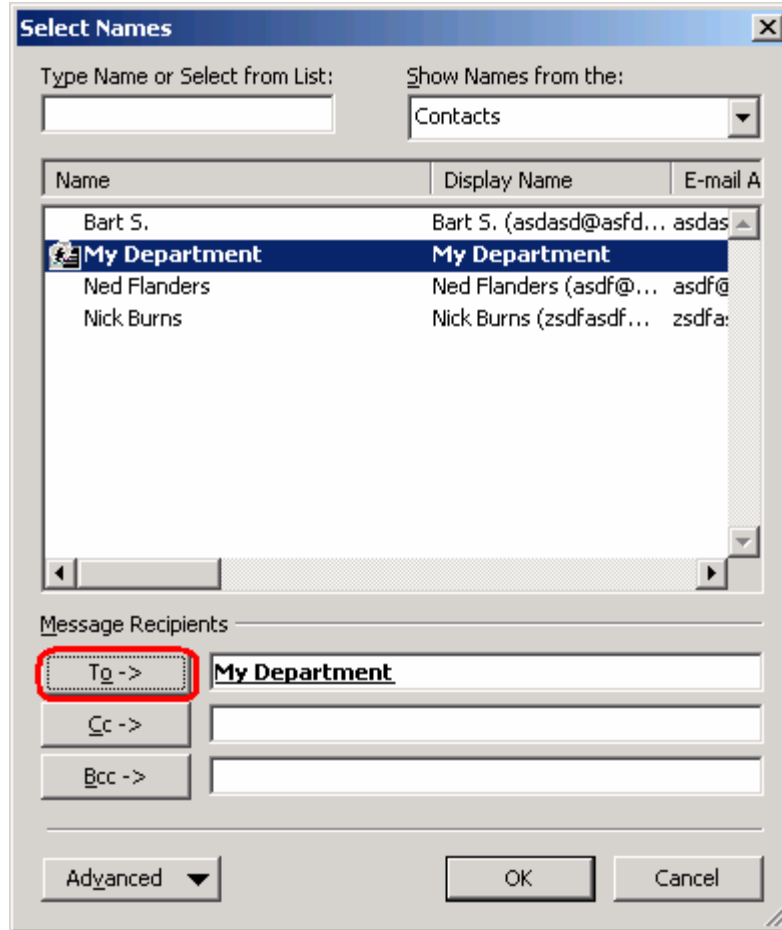
Now you can see the members you have added, if you have everyone you want, click “Save and Close”



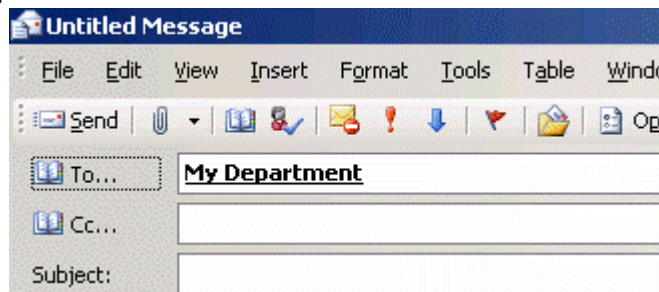
So from now on all you have to do is select the group you want to send an email to from your contacts list. You can see what looks like a little business card next to the group we just created, "My Department". Any listing with that icon is a distribution group. Like pvc-everyone.



After the group is selected, click the “To”, Cc, or Bcc button and then click the “OK” button.



You should now see the name of your group in the “To” field and be able to send messages to your distribution list.



I hope the helps,

Eric Egan
