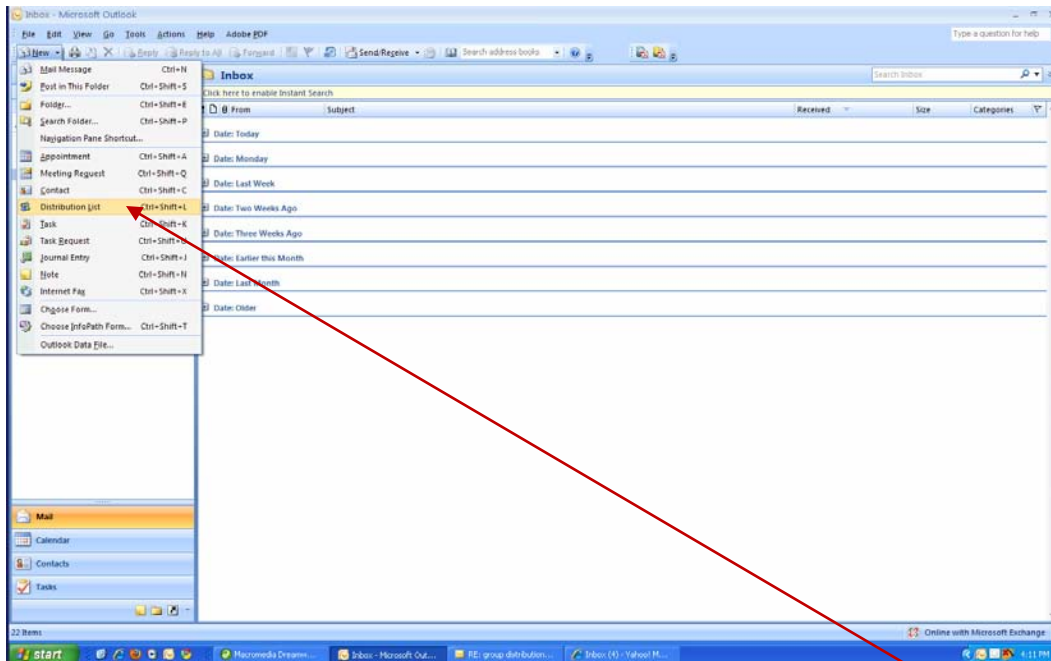


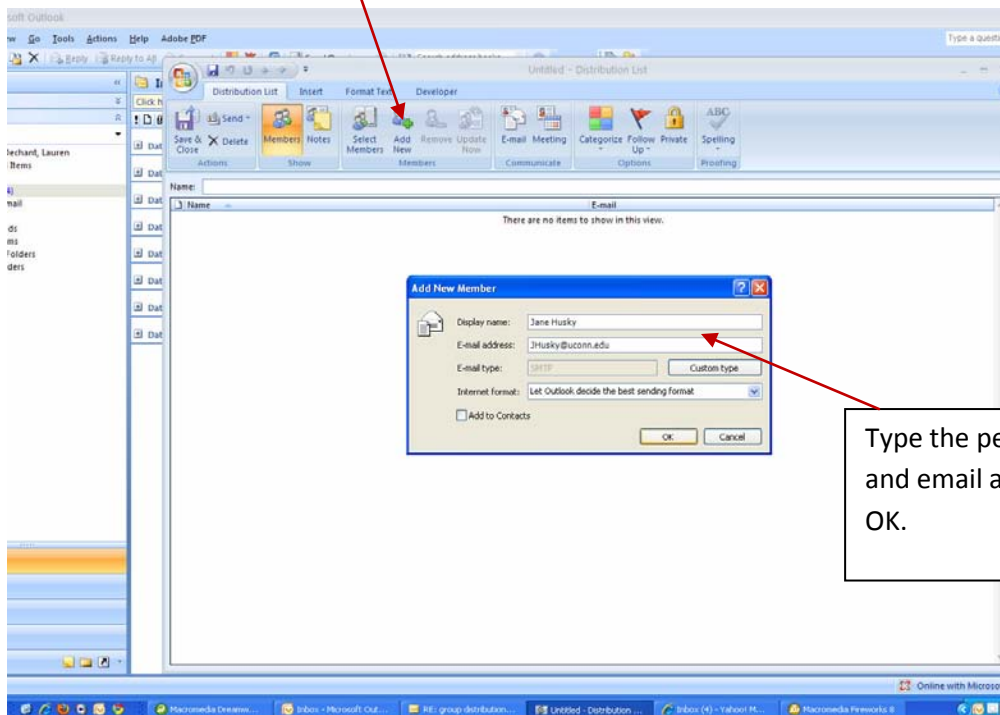
E-Mail Distribution Lists

Setting Up A Group E-Mail or Distribution List in Microsoft Outlook

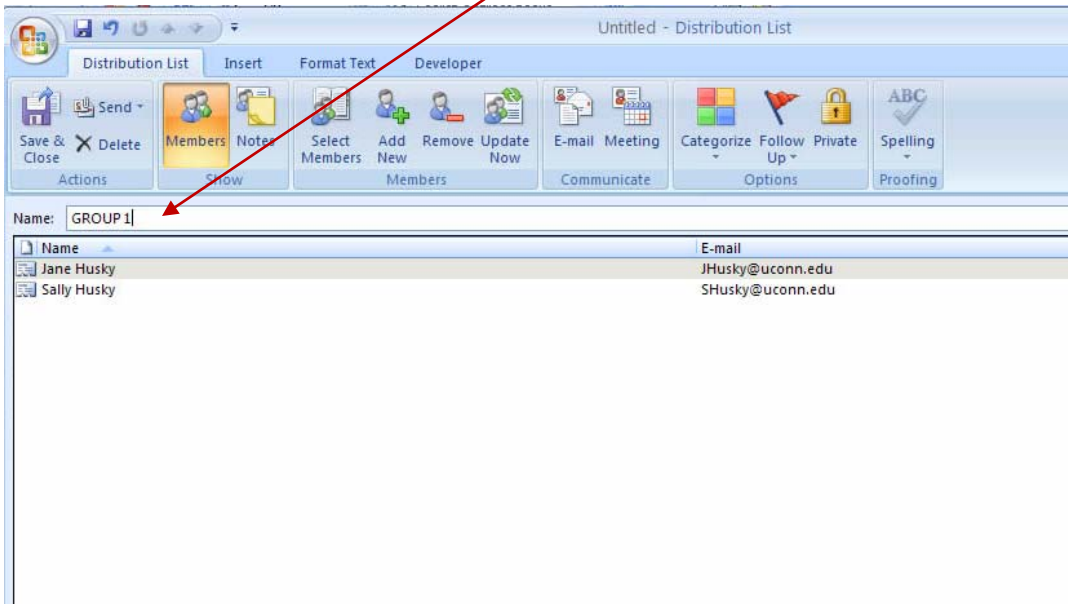
To facilitate timely communication with your class, you can set up a **distribution list of students' email addresses** in Microsoft Outlook.



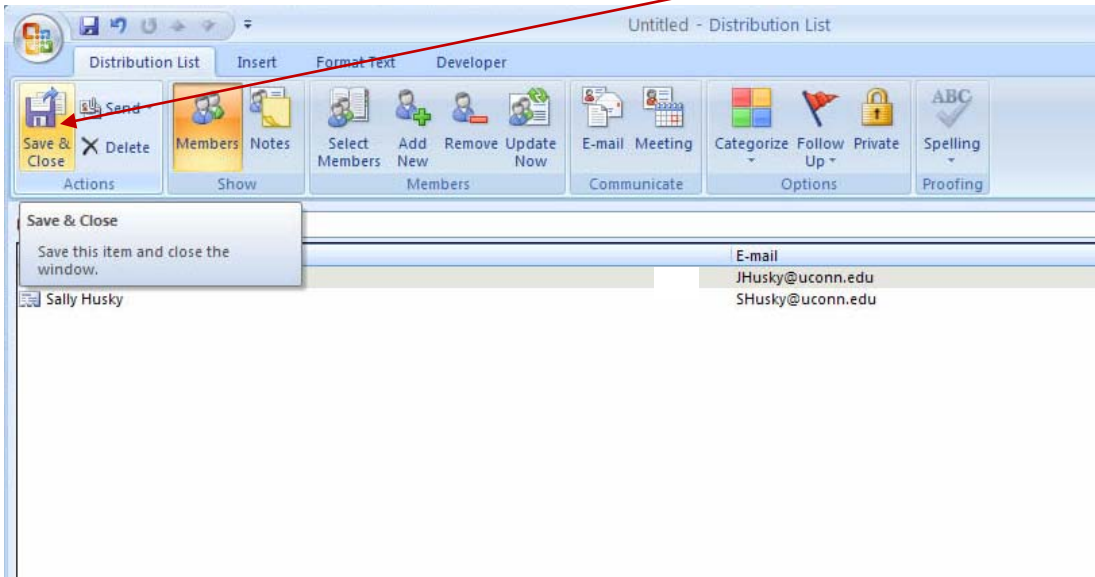
1. In **Outlook**, go to the **New** button and click the down-facing arrow. Choose **Distribution List**.
2. A window will open to an empty Distribution List. You will need to manually add each email address that will part of your List. Click **Add New** to start.



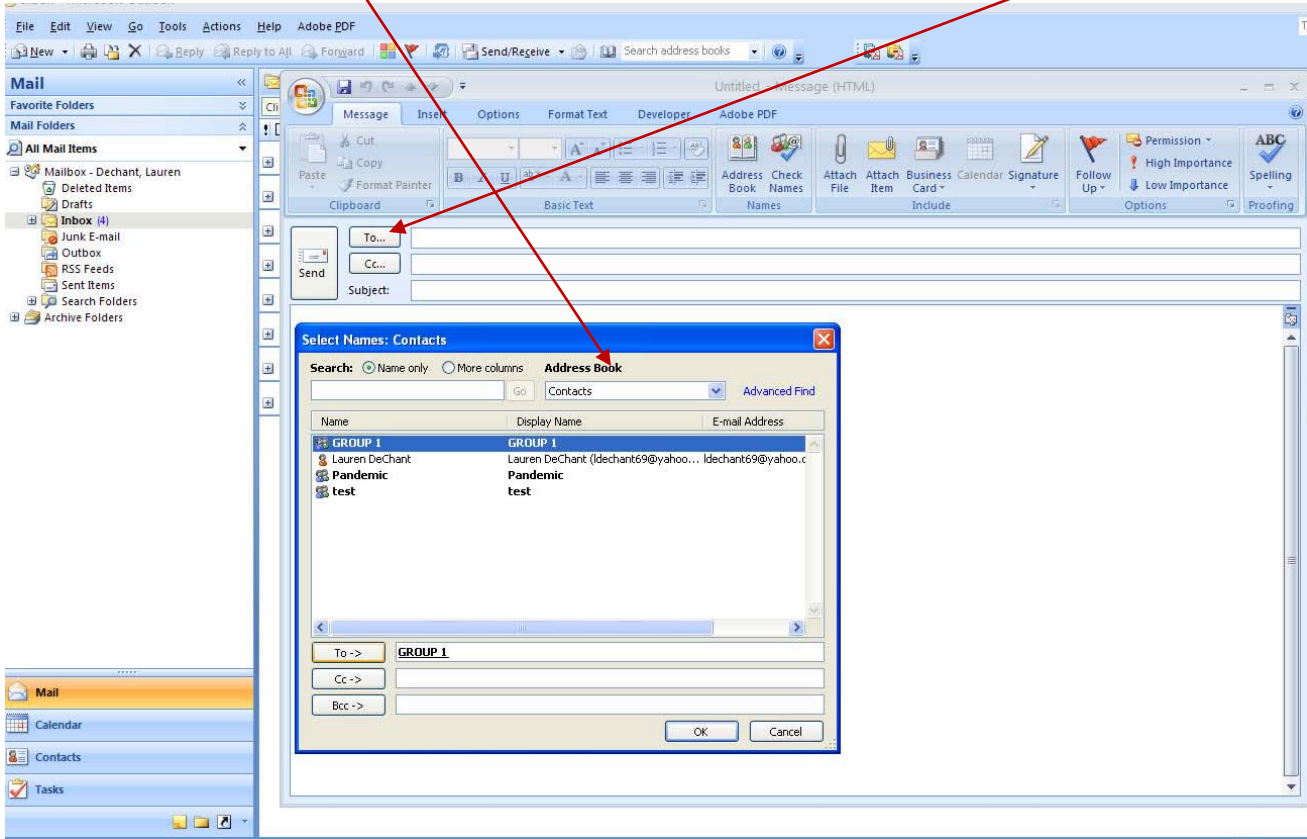
3. Repeat Step #2 for all the names you want in the list. You will see the names and e-mail addresses you have added displayed. **Give your list a name.**



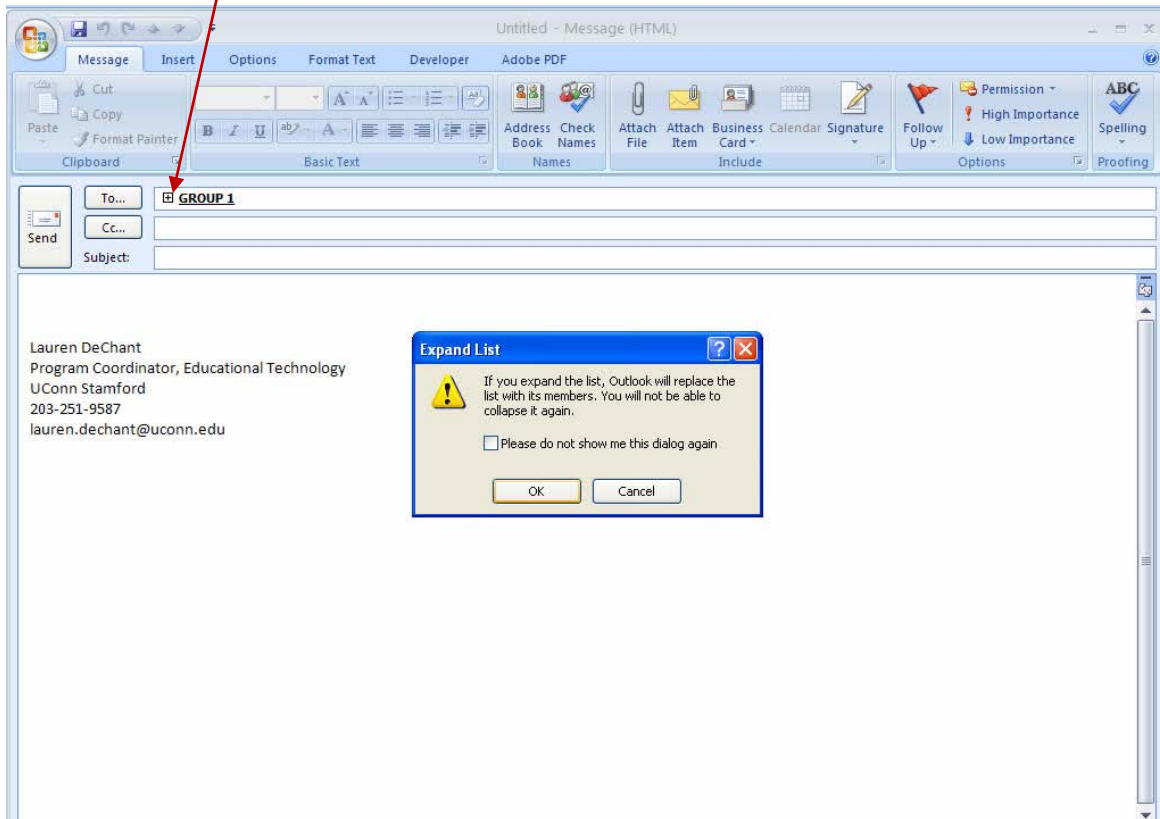
4. After completing your list AND naming the list, click **Save & Close**.



5. To send an email to the Distribution List you have created, open a **New Message** and click **To**. Under **Address Book**, select **Contacts**. The name of the List should appear. Select the name of the List and click OK.



6. You have the option of expanding the list to see all the individual names by clicking on the + sign next to the List name. See #7.



7. An expanded list will look like this.

