

Task: How to Create a Distribution List in Outlook

Distribution Lists are a handy way to email a group of people with one name. These lists are local to each user and can be modified as needed.

It is also known as a Contact Group.

Solution:

In Outlook, click the Home tab, then click the New Items icon.

Click More Items, then Contact Group

Click Add Members, then click From Address Book

Type in the names of the users and double click the name or click on the members button. Once they are all added, click OK.

Give the Group a Name, then click Save & Close.

The Group will show in your local contacts list. Go to the address book and click the drop down arrow, then scroll up to your name, then click contacts.

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Date: 11/9/12

Updated: 03/19/14

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