

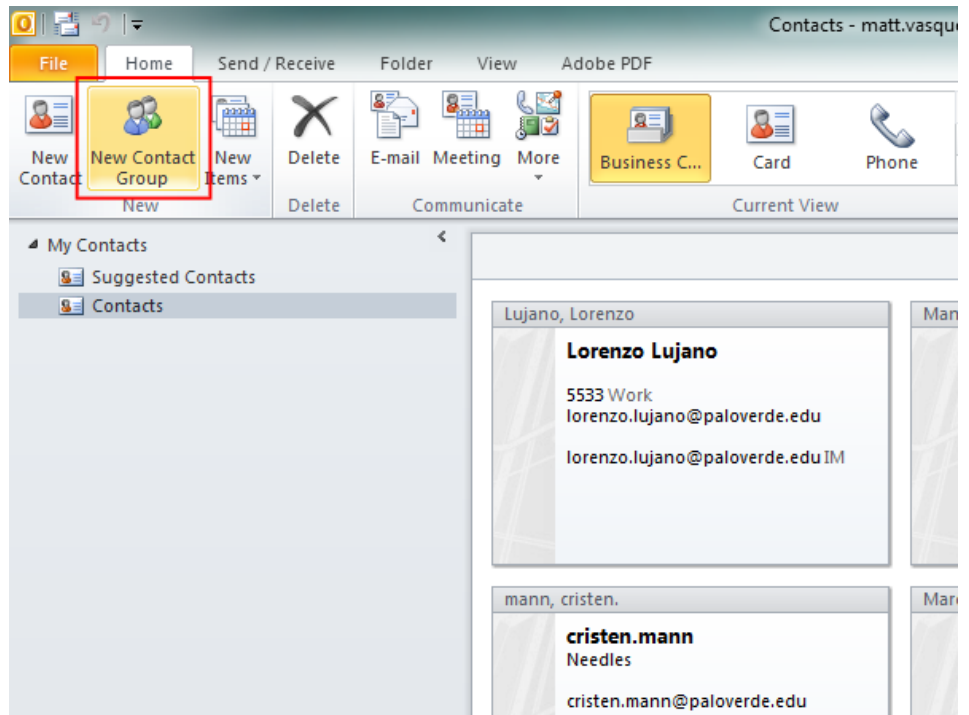
Creating Distribution Lists and Contacts

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:

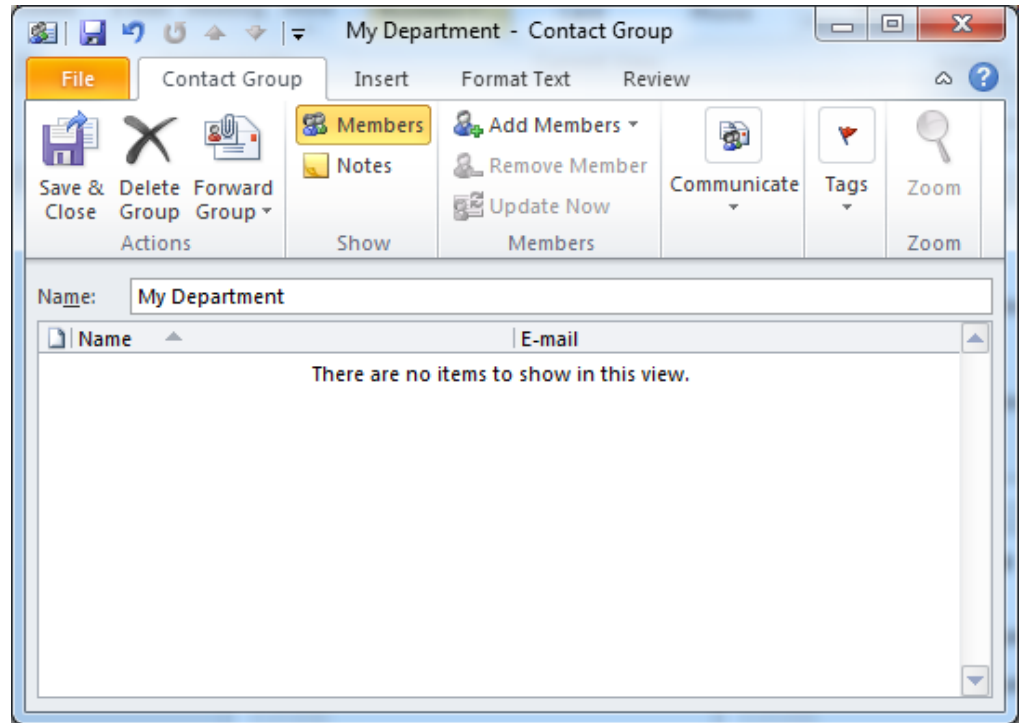
First, in Outlook, Click **“Contacts”** at the bottom left on your Outlook and then **“New Contact Group”** at the top left of your screen.



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

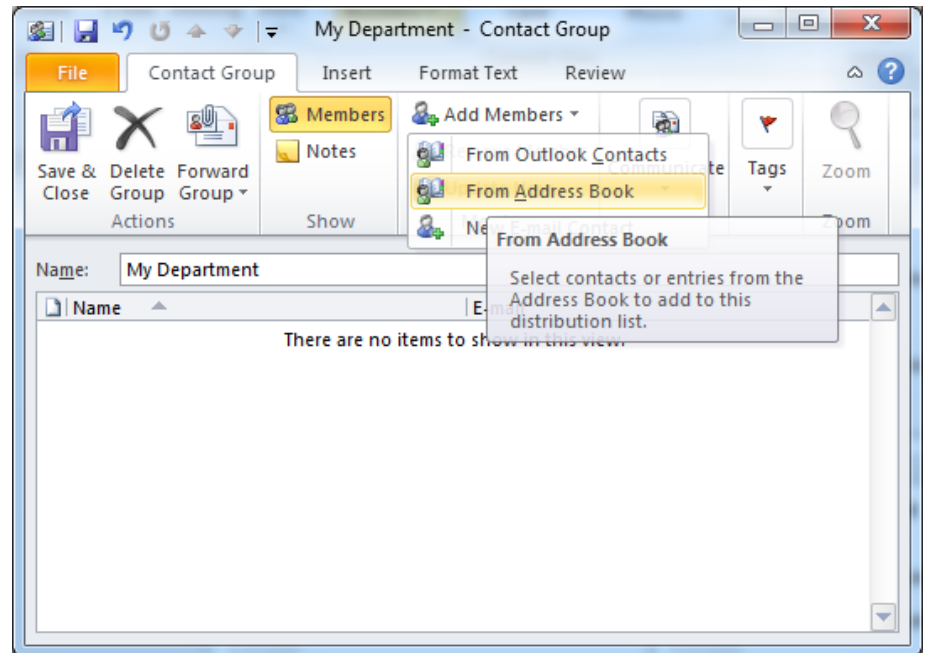
Type in the name for what you want to call the distribution list in the **Name** field. Here we just typed in "My Department".

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

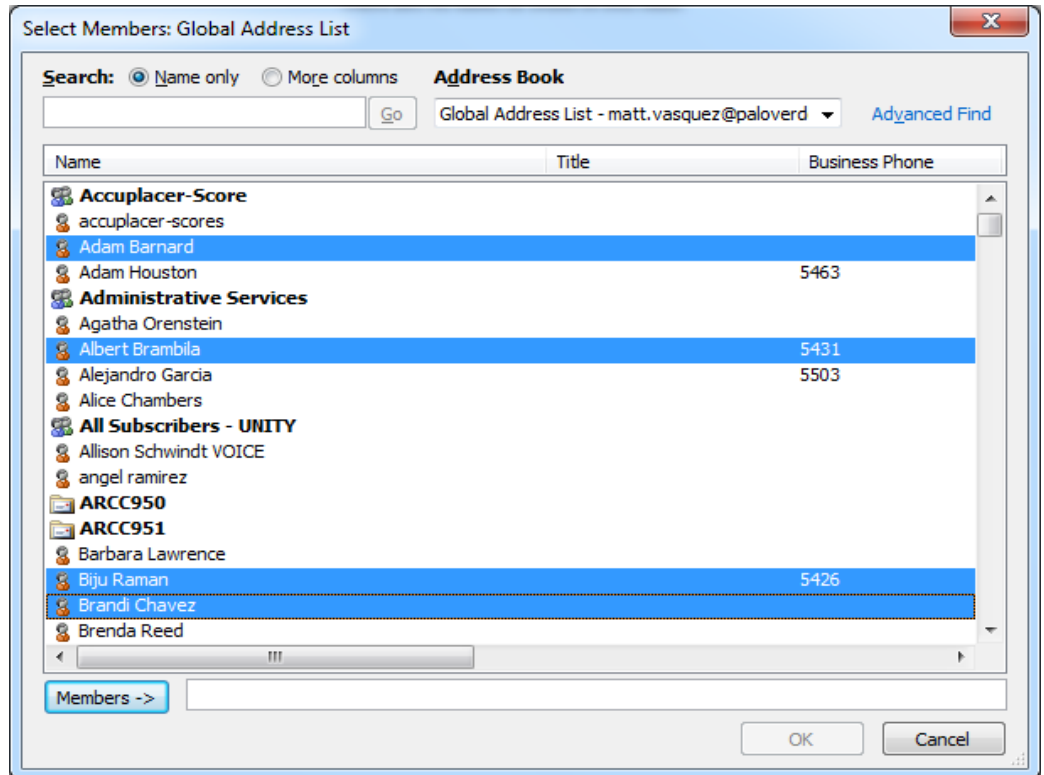


You can select from the **PVC Global Address Book**, your own contact list, or both.

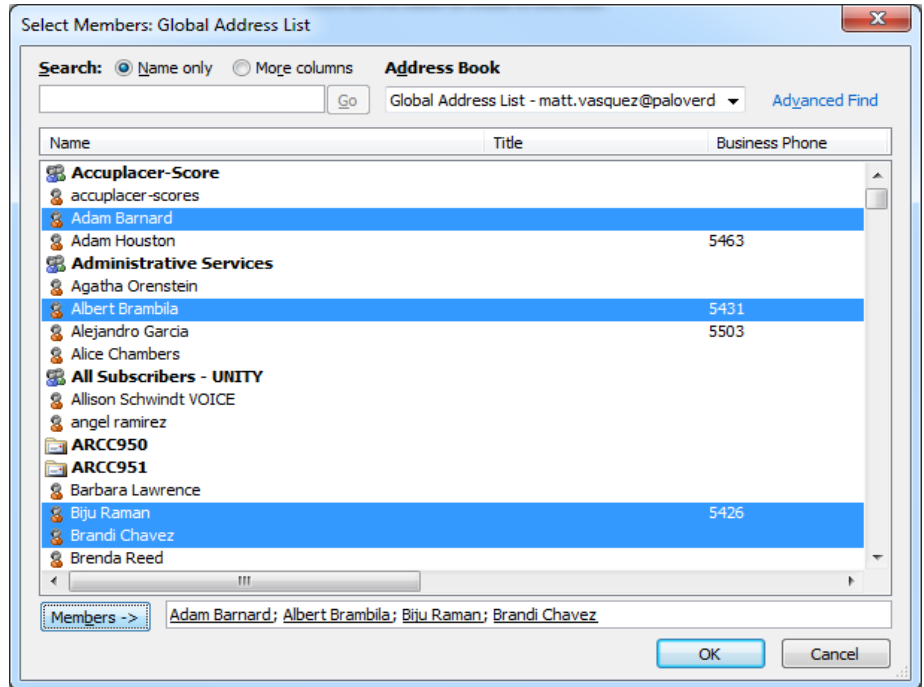
Click **Save and Close** to save your new distribution list.



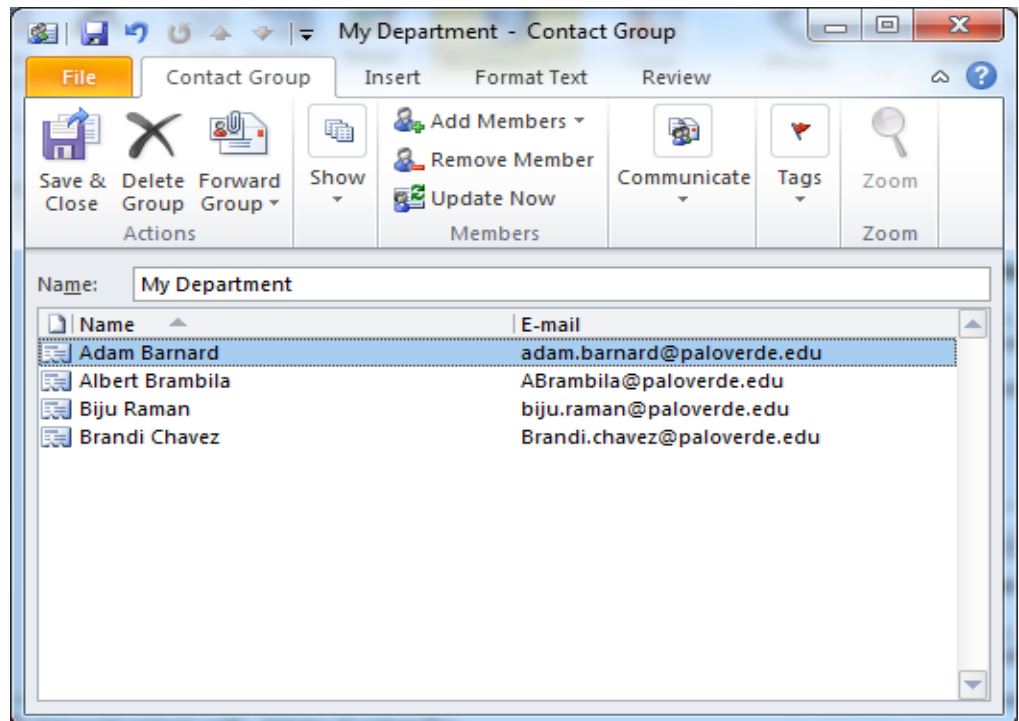
You can select multiple names at the same time by HOLDING down the ctrl key on your keyboard and clicking each name you want.



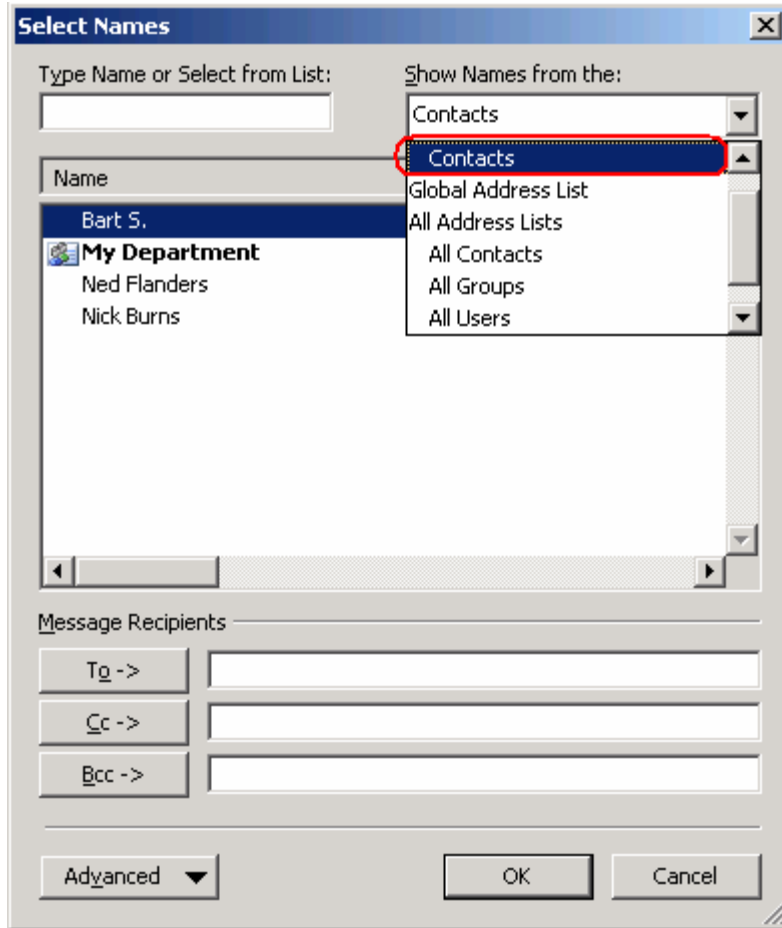
Then click the “Members ->” button the then click “OK” button.



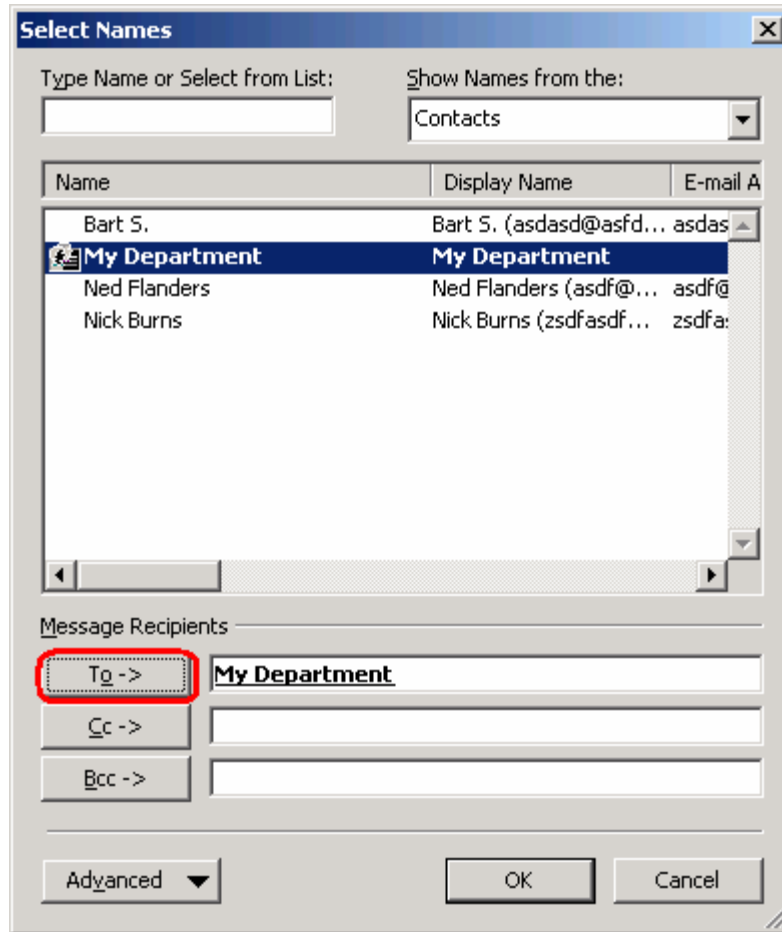
Now you can see the members you have added, if you have everyone you want, click “Save and Close”



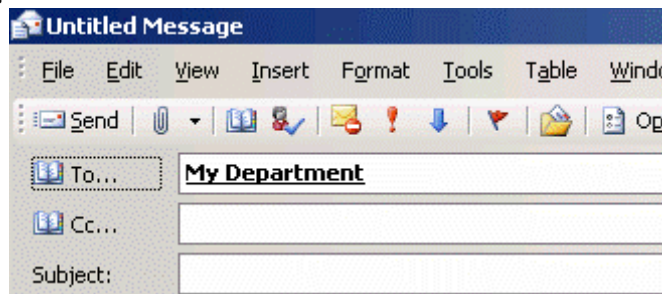
So from now on all you have to do is select the group you want to send an email to from your contacts list. You can see what looks like a little business card next to the group we just created, "My Department". Any listing with that icon is a distribution group. Like pvc-everyone.



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
