



Creating your own Outlook 2007 Distribution Lists

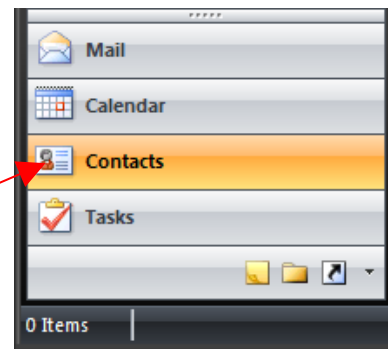
User Guide (v1.0 - June 2008)

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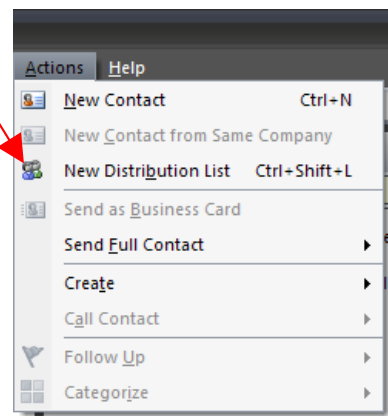
Introduction

This guide will show you how to put together your own email distribution lists in the desktop Outlook 2007 client.

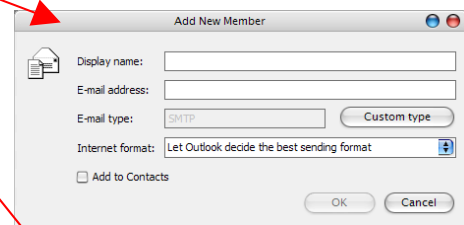
- 1) Open Outlook 2007
- 2) In the bottom left click on **Contacts**
- 3) Go to the Actions menu, select **New Distribution List**



- 4) Add contacts to your distribution list using the **Select Members** or **Add New** button.



Select Members allows you to choose contacts from the global address book. **Add New**, naturally, allows you to enter new contacts manually.



- 5) Give your Distribution List a **Name** then click on **Save & Close**

