

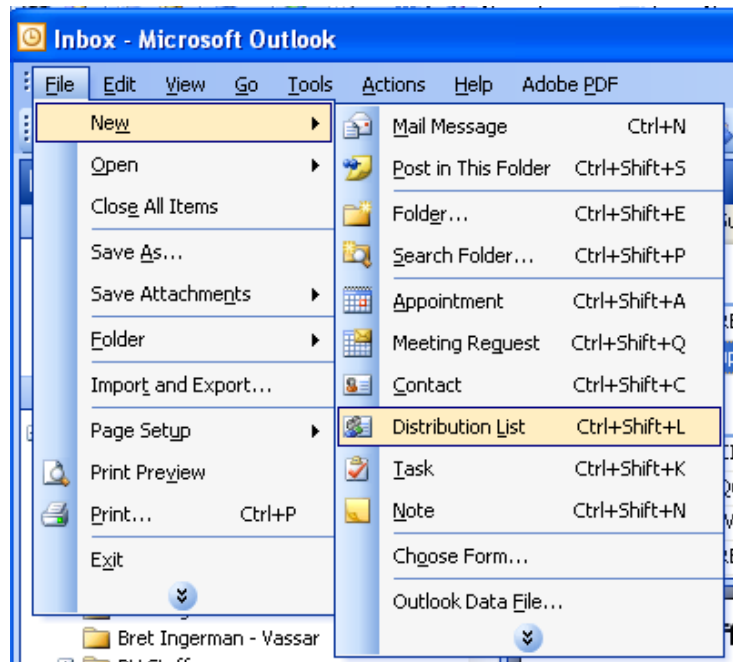
## Creating a Distribution List in Outlook

1. Open Outlook
2. Click on the “New” button on the tool bar at the top left of the Outlook window.

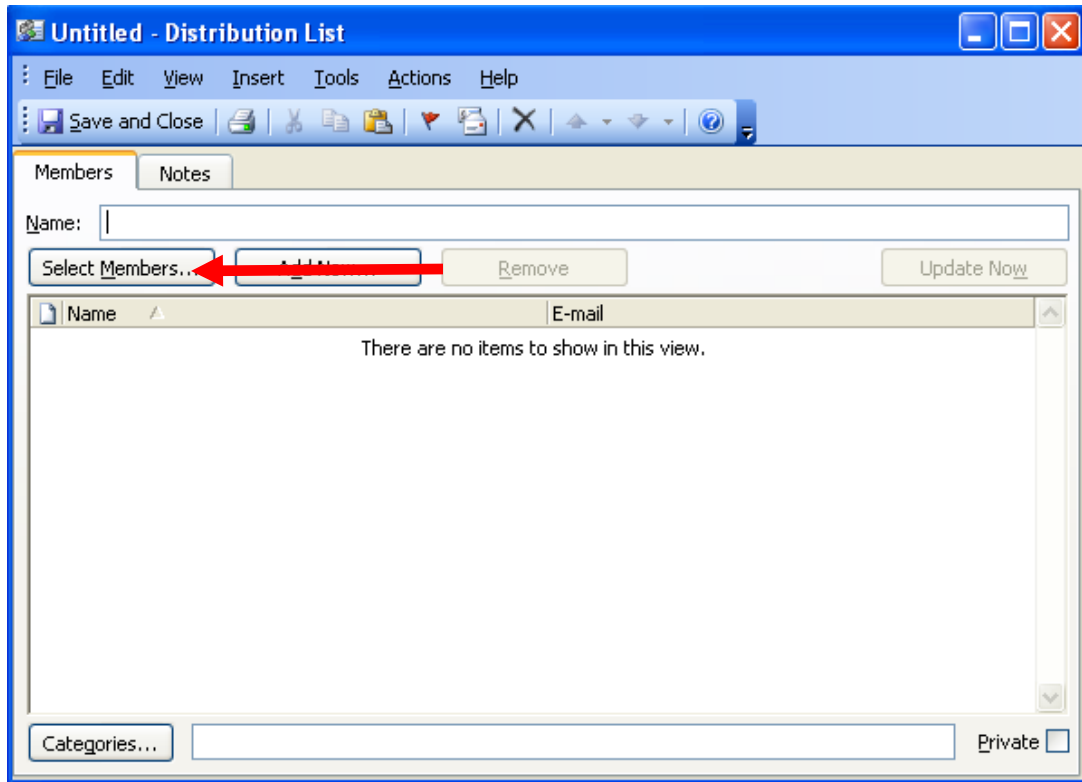
(If you do not see the New button, click on the View drop down menu, scroll down to ‘Tool bars’ and select ‘Standard’ from the fly out menu.)

From the ‘New’ drop down menu, select ‘Distribution List’.

(You can also launch this function by pressing the Control, Shift and L Keys on your keyboard at the same time.)



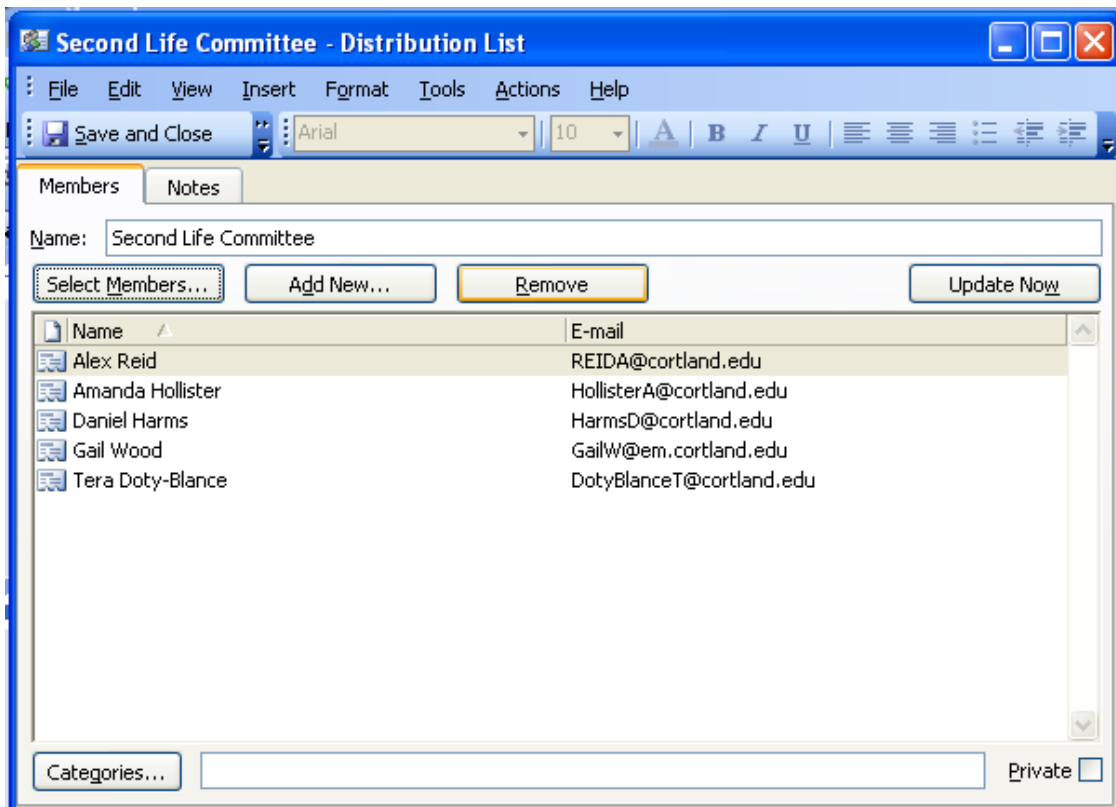
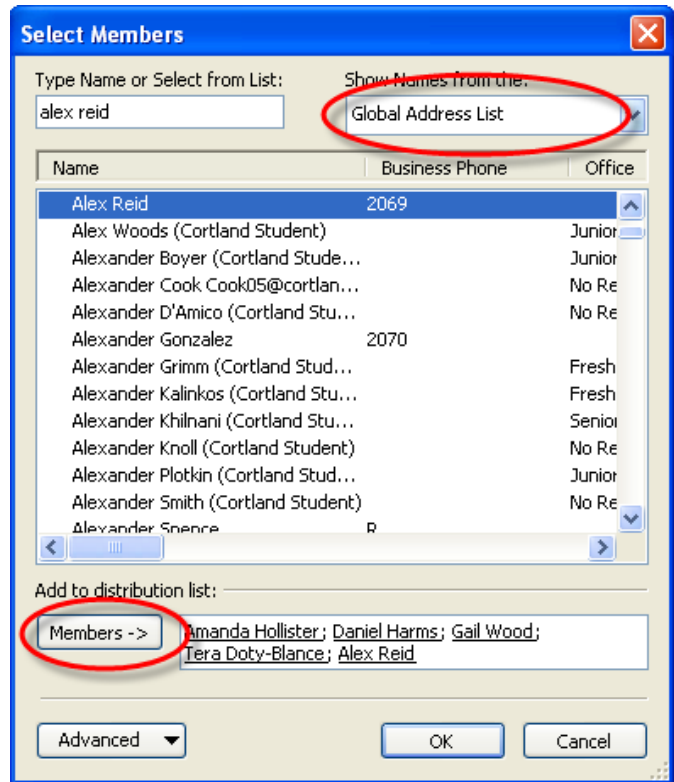
An Untitled New Distribution List Window will launch.



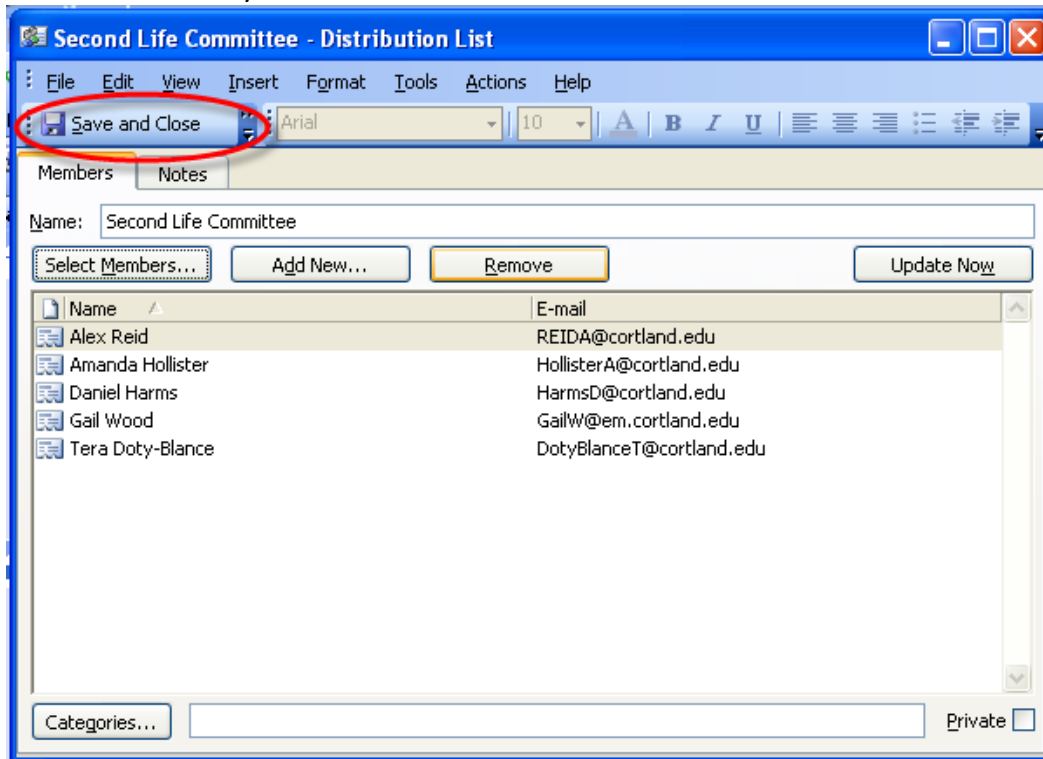
3. Click the Select Members button on the 'Members' tab. The Select Members window will launch. You can scroll through the Global Address List of names (all the contacts in the SUNY Cortland list) or you can start typing a name and Outlook will look for the closest match.

4. Click the 'Members' button to add the names to the field. Continue to search and select the names of the members. When you are finished. Click OK.

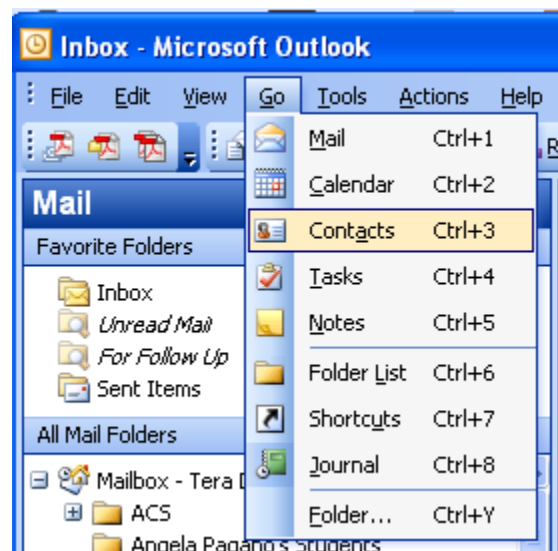
5. The Select Members window will close. The names and email addresses of the members will be listed in the Distribution List Window. At this point, you can enter a name for the distribution list. This is the name that will appear in your Outlook Contacts.



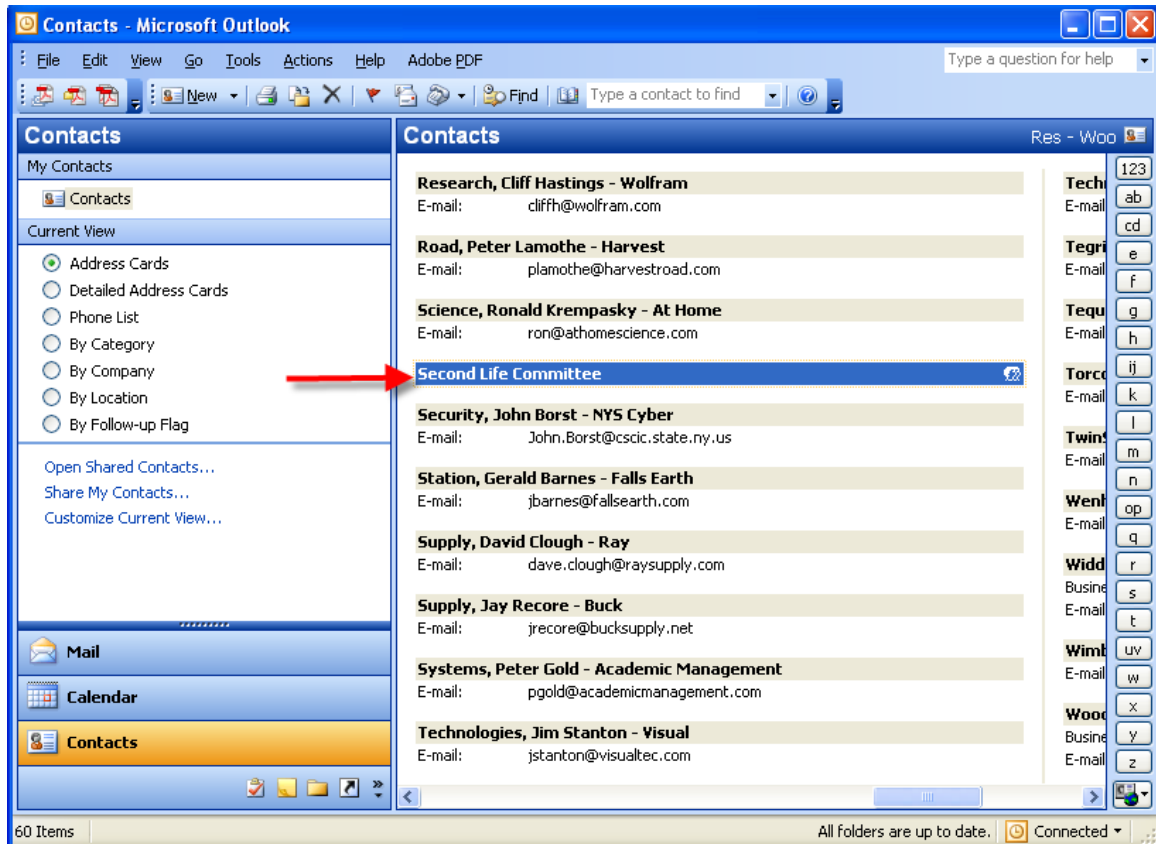
- Click the 'Save and Close' button at the top left of the window This will add the distribution list to your Outlook Contacts and close the window.



- At the top of the Outlook window, click on the 'Go' drop down menu and click 'Contacts'. (You can also open your Contacts list by pressing the Control and 3 keys on your keyboard, at the same time).



8. Scroll through your Contacts List and locate your new distribution list.



9. Double click the name of the distribution list to see the list of members, add new members, send a mail message to the entire list, or request a meeting.

