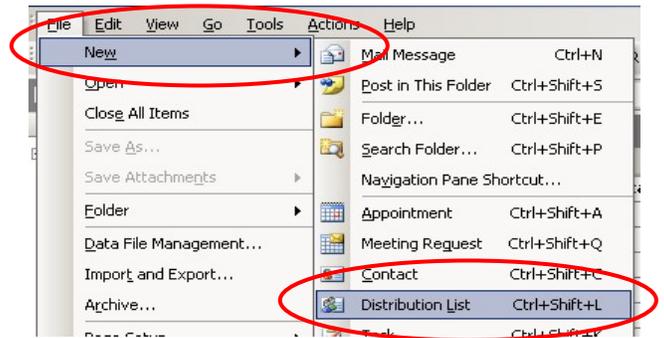


MS Outlook 2003: Creating a Distribution List

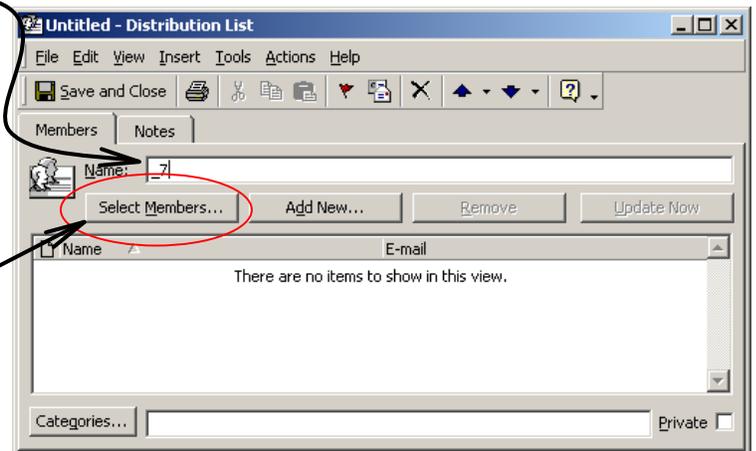
Please remember that any parent e-mail addresses found in Outlook are what we have been given by the parents. **If you have a message returned because it is incorrect, please contact the parent to verify the address.** The ET and/or AT can do nothing about it. Once you've located the parent e-mail addresses in Outlook, here's how to create a mailing list or as Microsoft calls it, a *Distribution List*.

NOTE: There is a limit of 92 members for distribution lists.

1. Click on the *File* menu item, select *New* and then select *Distribution List*. Notice that you could also press *Ctrl+Shift+L* and get the same thing.



2. Enter a name that starts with an underscore (_), for instance “_7” for a list of parents of 7th period students. If you do it this way, addressing an e-mail message to the list becomes as easy as typing in the list name in the *To:* field of an e-mail message. No one in DoDDS uses the underscore character in Outlook names, so your Outlook will find this list quickly.



3. Click on the *Select Members* button.
4. Click on the down arrow in the upper right next to where it says *Global Address List*.
5. Scroll all the way to the top and select the address book you want to pull the names from. In this example, it would be from the 8th grade list of sponsor e-mails. This will display all the addresses you have in Contacts on the left side of the window.
6. To add contacts to the list, simple double-click on the names. This should move their name to the field next to the *Members* button.
7. Click *Ok* to save the list.

