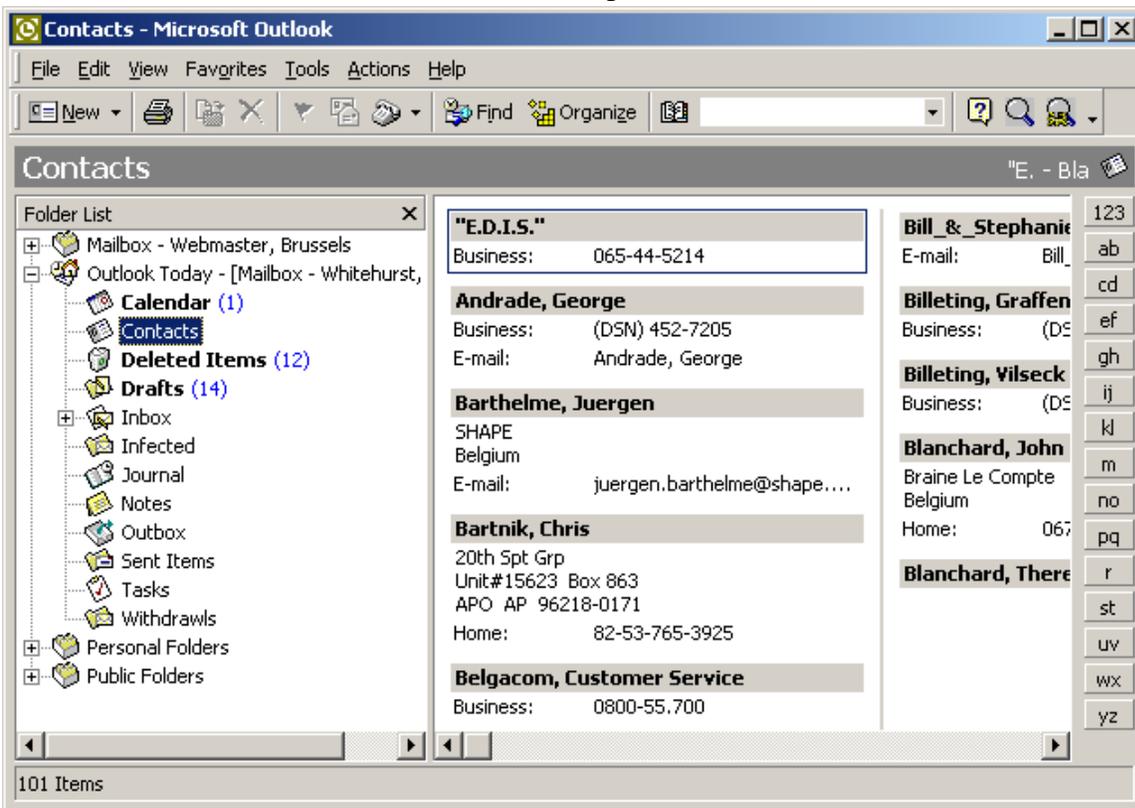


## Outlook: How To Create A Mailing List Of Parents' E-Mail Addresses.

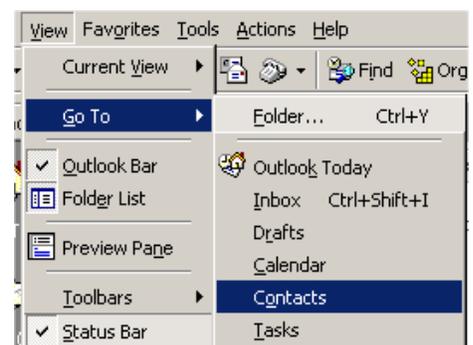
This is a two-part process. First, you need to add all of the parents into your **Contacts** and then you create a **Distribution List** of all of those addresses.

### Part One: Create A New Contact For Every Parent

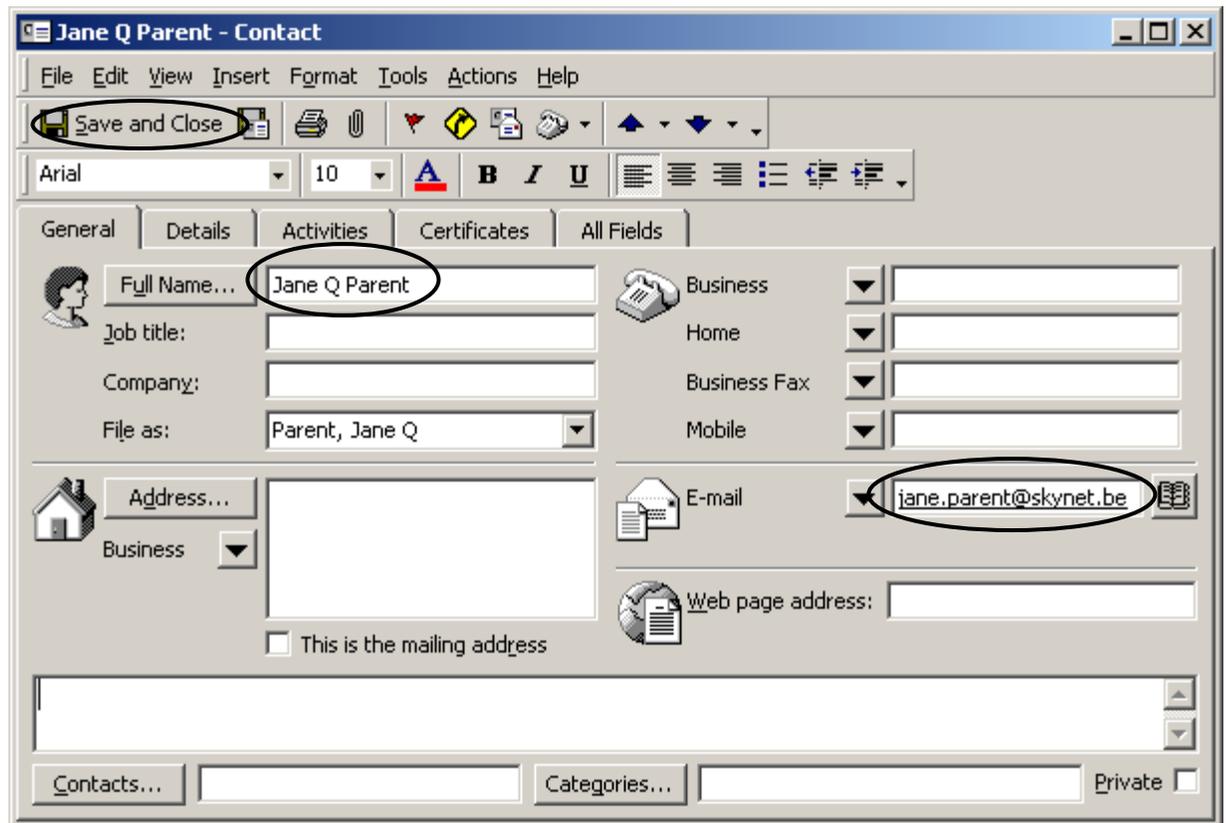
1. Start Outlook.
2. In the folder list on the left, select *Contacts*. See picture and **NOTE** below.

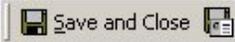


**NOTE:** If you do NOT see the folder list, click on the View menu item, select Go To, then slide over and select Contacts.



3. Click on the  button to create a new contact. You should see a window similar to the one below.

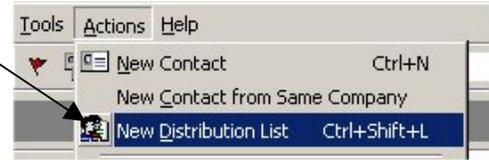


4. Fill in the *Full Name*, and *E-mail*. It will automatically fill in the *File as* field for you.
5. Click on the  button.

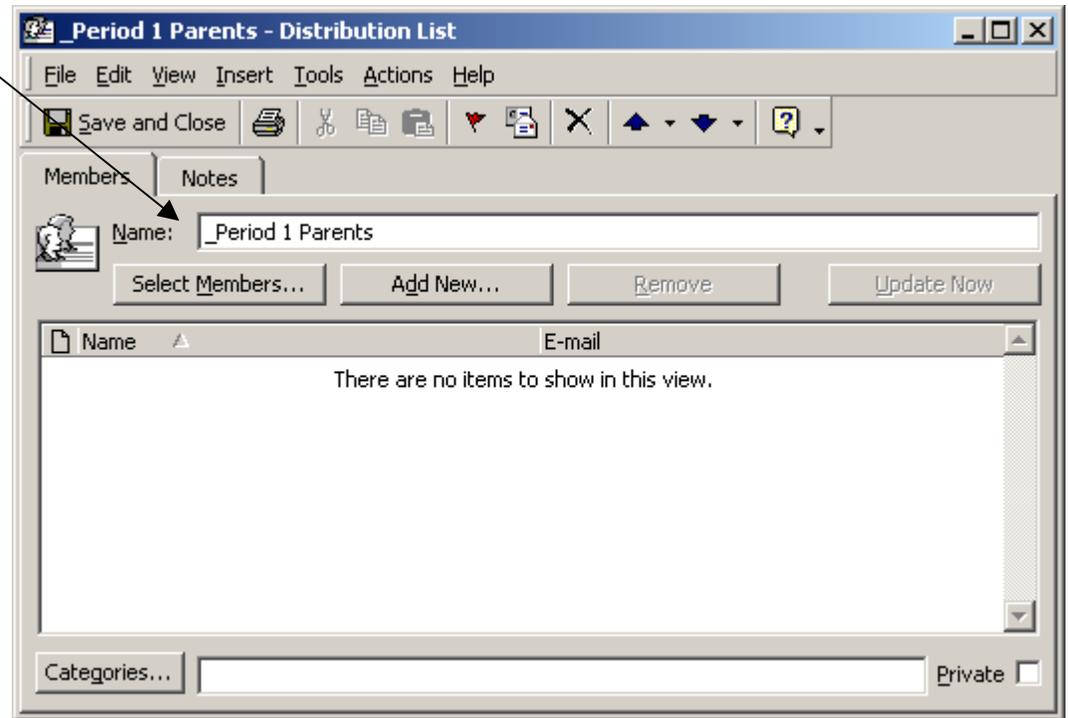
NOTE: There is no system for checking whether or not the e-mail is valid or that you typed it in correctly. If you get an error returned to your inbox that “the message addressed to jane.parent@skynet.be could not be delivered,” it is most likely an incorrect address. ***There is no way for the ET, AT or Win School clerk to verify parent e-mail addresses. You must contact the parent.***

## Part Two: Create a Distribution List

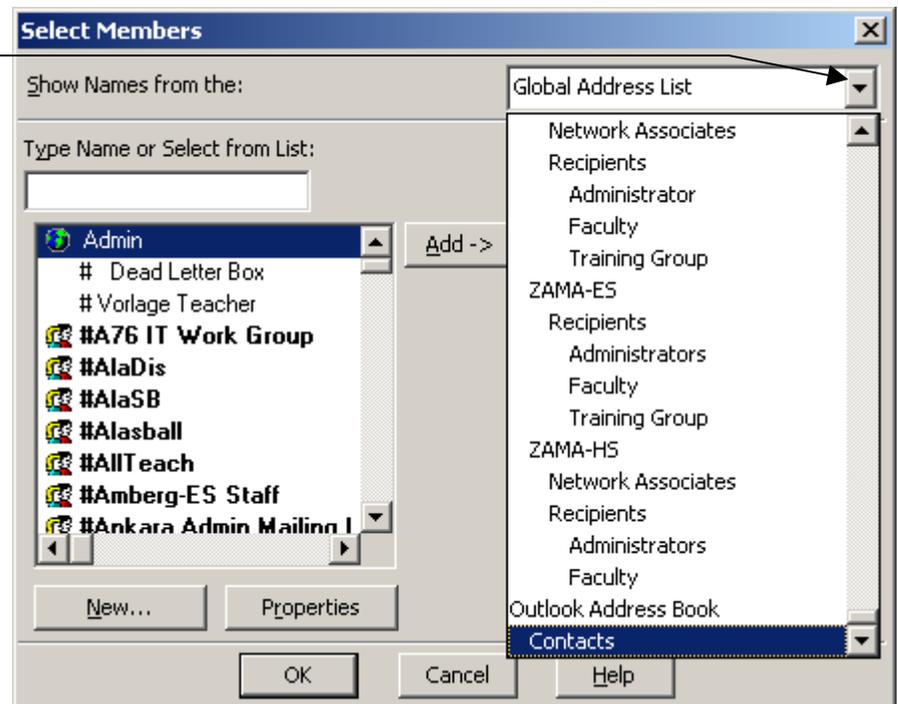
1. Start Outlook.
2. Go to *Contacts* (see “Part One: Create A New Contact For Every Parent”)
3. Click on the *Actions* menu item and select *New Distribution List*. You should see a window similar to the one below.



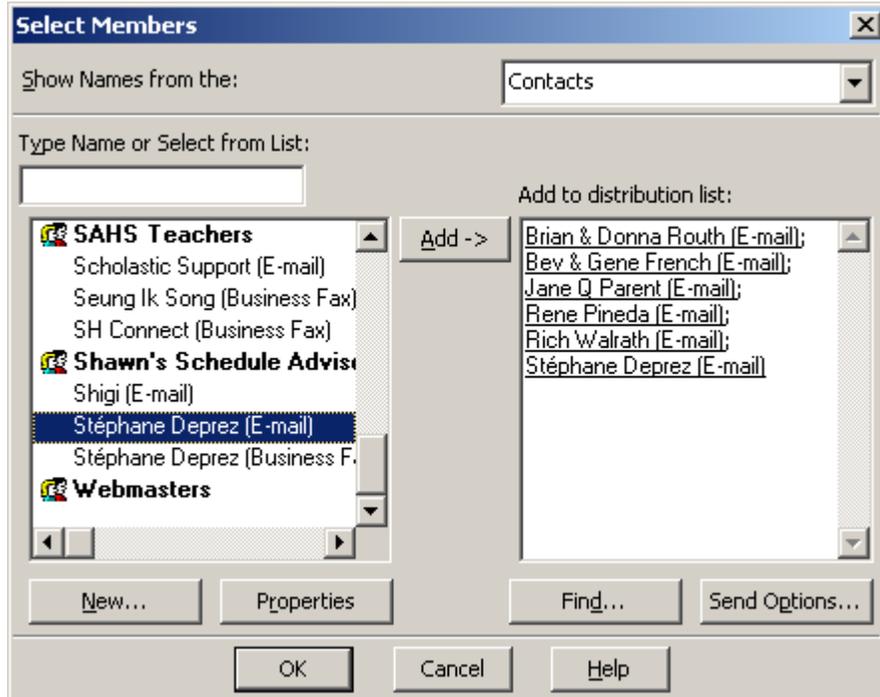
4. Enter the name you wish to call your new list. I suggest starting all local mailing list names with a single underscore. This will make it easier to address a message to the list. For instance, when you create a new message, all you will have to do to address a message to the list “\_Period 1 Parents” would be to type in “\_Period 1”
5. Click on the *Select Members...* button.



6. Click on the down arrow next to *Global Address List* and scroll all the way down to the bottom. Select *Contacts*.



7. Double-click on the parents you want to add to the mailing list. The names should appear on the right.
8. Click *OK*.
9. Save the mailing list.



## To Address a New Message to a Distribution List

1. Start a new message.
2. In the *To...* field, enter the name of the mailing list. For the example I used above, the distribution list is named “*\_Period 1 Parents.*” All I would need to enter is “*\_Period 1.*” Since there are no names in the global DoDDS list that start with an underscore, it finds the list immediately in my personal contacts.