

Creating a Distribution List:

Follow these simple directions to create a Distribution List (known as a Group List in GroupWise) in Microsoft Outlook. Your distribution list will be saved within the Contacts tab. When you wish to access the list for mailing purposes, you can click on the “To” field, select Contacts from the address book drop down menu, and navigate to your distribution list.

1. When in the Contacts tab, click on the New down arrow and select Distribution List.
2. Give your list a Title – such as “McCarver Staff”. Be careful not to title it “All Staff”
3. Click on the Select Members icon.
4. Locate your contacts through the Global Address List, or select “Contacts” to find people within your personal contacts. You can also use the Advance Find feature to search for people by last name or department.
5. Once you locate the desired person, use the enter key, or click “Members” to add that person to your list.
6. Repeat for everyone you wish to have in the contact list.
7. Click OK.
8. You can add more members if needed by using the Select Members icon again.
9. You can select a member and use the delete key on your keyboard, or right click and delete the member to remove them from the list.
10. Be careful, the Delete function in the Actions menu at the top of the list of names permanently deletes the whole list.
11. Once done, click Save and Close.