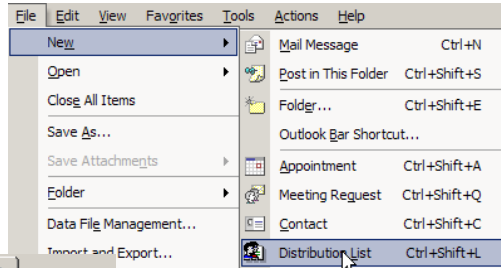


The Address Book

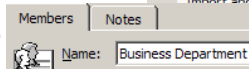
Building a Distribution List

A distribution list is a **collection of contacts**. It provides an easy way to send messages to a group of people. For example, if you frequently send messages to a group of students, you can create a distribution list called Physics I-2 that contains the names of all members of the physics class. A message sent to this distribution list goes to all recipients listed in the distribution list.

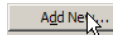
1. Click on File, New, Distribution List.



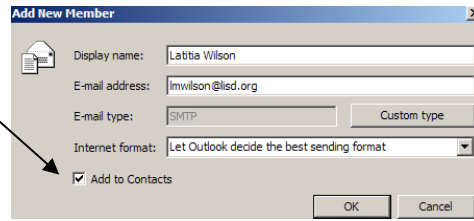
2. Name your distribution list.



3. Click on Add-New.

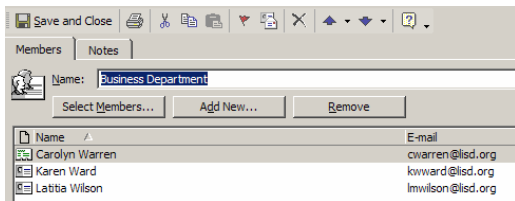


4. Type in the information, click in the Add to Contacts box if you want their individual address added to your contacts list and not just as a group, click ok



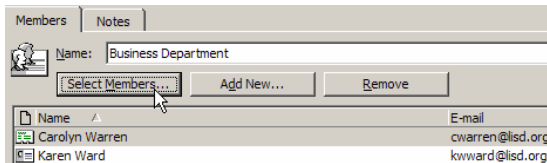
The Address Book

Adding to Your Distribution List

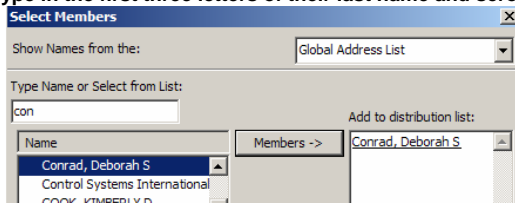


Carolyn Warren can only be accessed through the group Business Department. Karen Ward and Latitia Wilson are in the Business Department group and can be accessed individually in the contact list. If members of your new distribution list are employees of LISD, you may choose

1. Select Members.



2. Type in the first three letters of their last name and scroll up or down until you have highlighted the individual to add.



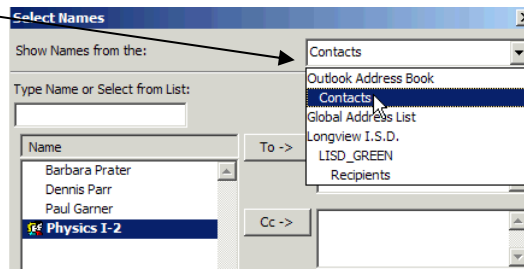
3. Click on the Members button and their name will automatically be added to your distribution list.

The Address Book

Accessing Your Created Distribution List

- Click the address book icon. 
- Click the down arrow on Show Names from and select Contacts.

3. You will see your contacts list and groups have a group of faces next to the distribution group name.
4. Double click the group name and then click OK. You will see the group in your recipient box of your email address.



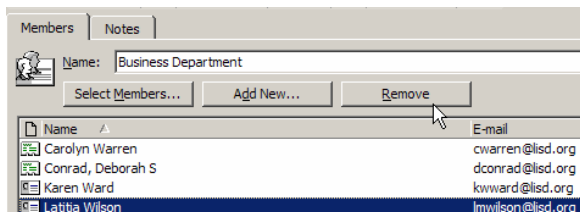
If you right-click on the group name and select **Properties** you will see a list of your group members.

The Address Book

Deleting in the Distribution List

A. Deleting an Individual from the Distribution List

To Delete an individual from your distribution group just click on the name and click the remove button.



B. Deleting a Distribution List

Click on the  icon in the Shortcut Bar.

From the list presented, click on the distribution list to delete

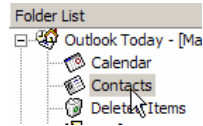


Right click and select  or press the  on the Standard Toolbar.

The Address Book

Editing the Distribution List

In the Folder List, click on **Contacts**



You will see your contact list popup.



Double click the group or individual you want to edit and click  after editing.

Signatures

This creates a basic signature used on ALL messages

From the main Outlook window, click on the **Tools** menu, click **Options**, and then click the **Mail Format** tab



In the **Compose in this message format** list, leave it as html.

Under **Signature**, click **Signature**, and then click **New**.

In the **Enter a name for your new signature** box, enter a name.

Under **Choose how to create your signature**, select the option you want. Click **Next**.

In the **Signature text** box, type the text you want to include in the signature (at the end of each line of text press shift+enter instead of enter.)

To change the font format, select the text, click **Font**.

Under **Signature**, choose the signature that you want to use for new messages and for replies and forwards.

