


CREATING A DISTRIBUTION LIST

A Distribution List is a collection of e-mail addresses combined into a single list of names. All members of the list will receive the e-mail message sent to the list name.

† Do one of the following:

 Click **Tools** on the **Menu Bar** and then click **Address Book**.

 Click the **Address Book** icon on the toolbar (see illustration at right).



† Click the list arrow to the right of the **Show Names from the** box.

† Click **Contacts** (not All Contacts) in the drop-down list.

† Click the **New Entry** button on the toolbar (see illustration at right).



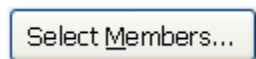
† The **New Entry** dialog box will appear.

† Click the **New Distribution List** option.

† The **Distribution List** form will appear.

† In the **Name** box, input a name for the **Distribution List**.

† Click the **Select Members** button (see illustration at right).



† The **Select Members** dialog box will appear.

† In the **Name** box, input the first and last name of the person who is to be added to the list.

† Highlight the name of the person who is to be added to the Distribution List.

† Continue this process until all the names have been added for the Distribution List.

† Once all the names have been added, click the **OK** button

† The names of the members of the list will appear in the **Distribution List** form.

† Click the **Save and Close** button to save this **Distribution List**.

† The **Distribution List** form will close.

† The name of the **Distribution List** will appear in the **Address Book** window.

† Click the **Close** button to exit from the **Address Book** window.