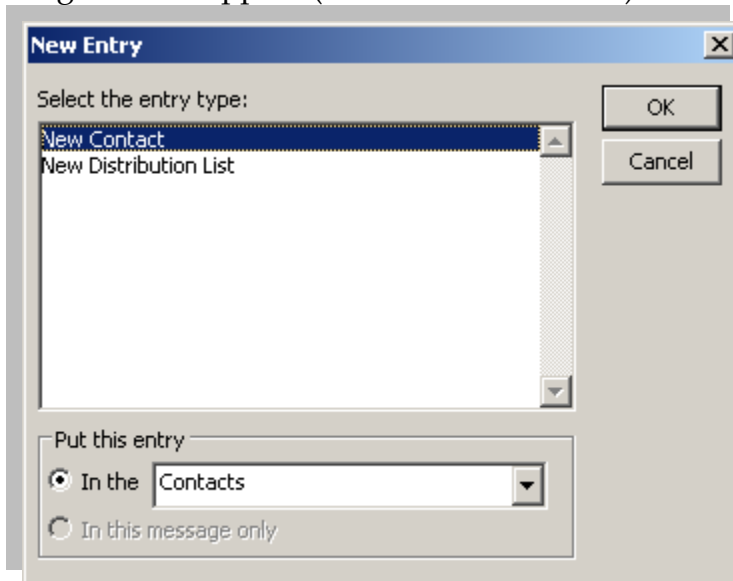


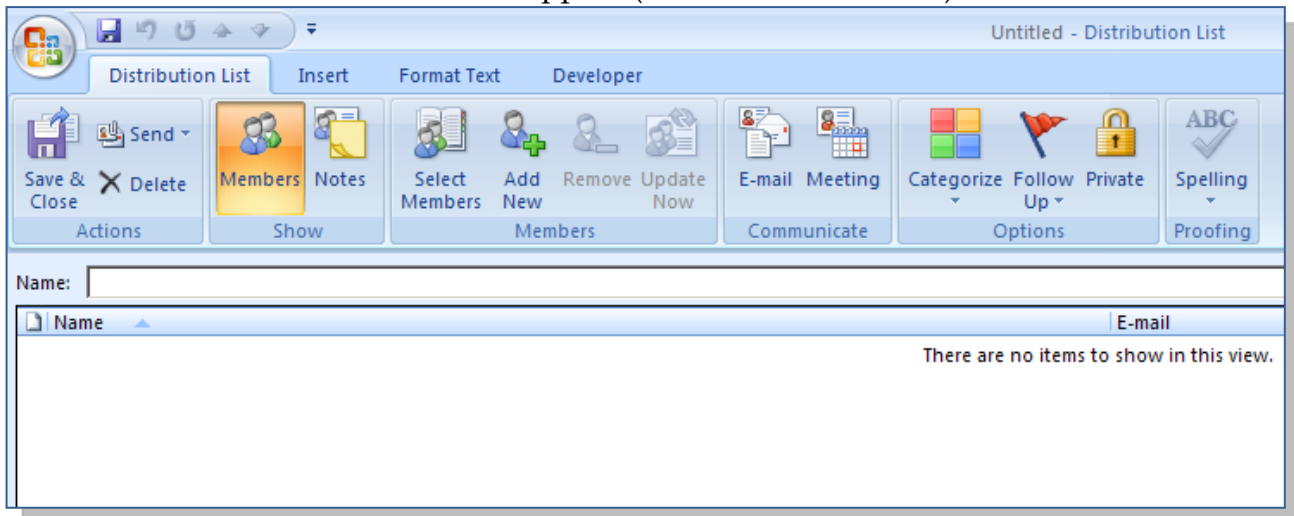
## CREATING A DISTRIBUTION LIST

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 **Address Book** list.
- + Click **Contacts** (not All Contacts) in the drop-down list.
- + Click **New** on the **Menu Bar**.
- + Select **New Entry** from the list that appears.
- + The **New Entry** dialog box will appear (see illustration below).



- + Under **Select the entry type**, click **New Distribution List**.
- + The **Distribution List** window will appear (see illustration below).



- + In the **Name** box, input a name for the **Distribution List**.
- + In the **Members Group**, click the **Select Members** button.
- + The **Select Members** window will appear.
- + In the **Search** box, input the first and last name of the person who is to be added to the list.

- ✦ The program should automatically search for the name of the person.
- ✦ Do one of the following:
  -  Double-click the name of the person who is to be added to the Distribution List.
  -  Highlight the name of the person who is to be added to the Distribution List and then click the **Members** button at the bottom of the window.
- ✦ Continue this process until all the names have been added to 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 in the **Actions Group** 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.