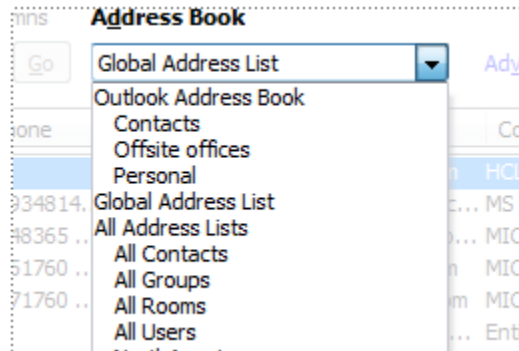



Create a distribution list by using names in the Address Book

1. On the **File** menu, point to **New**, and then click **Distribution List**.
2. In the **Name** box, type the name of your distribution list. (For example, "Political Friends.")
3. On the **Distribution List** tab, click **Select Members**.
4. In the **Address Book** drop-down list, click the address book that contains the e-mail addresses you want to include in your distribution list.



5. In the **Search** box, type a name that you want to include. When the name you're searching for appears in the list below, click it, and then click **Members**.
6. Do this for each person whom you want to add to the distribution list, and then click **OK**. If you want to add a longer description of the distribution list, on the **Distribution List** tab, click **Notes**, and then type the text. The distribution list is saved in your **Contacts** folder under the name that you give it.
7. **Create a distribution list by copying names from an e-mail message**
8. In the message that you want to copy the names from, select the names in the **To or Cc box**.
9. Right-click your selection, and then click **Copy** on the shortcut menu.
10. Click the **Microsoft Office Button** , and under **Create New Outlook Item**, click **Distribution list**.
11. On the **Distribution List** tab, in the **Members** group, click **Select Members**.
12. At the bottom of the **Select Members** dialog box, in the **Members** box, right-click and then click **Paste** on the shortcut menu.
Note A member does not need to be in your Address Book in order to be added to the distribution list. The member's name and e-mail address will be included when you copy and paste from the original e-mail message.
13. Click **OK**.
14. In the **Name** box, type a name for the distribution list.
15. On the **Distribution List** tab, in the **Actions** group, click **Save & Close**.