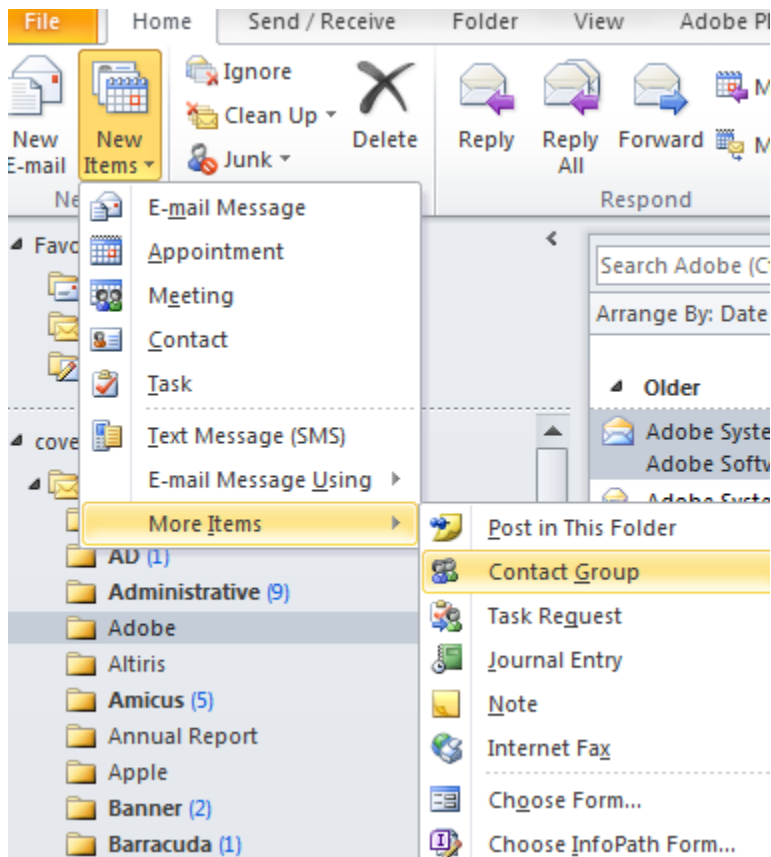


How To Create a Distribution List from Exchange's Global Address List or Personal or Contacts

1. Open Outlook.
2. In Outlook 2007, from the **File** menu choose **New...Distribution List**.
3. In Outlook 2010, from the **Home** tab, choose **New Contact Group**.



4. In the Name field, enter the name of the new distribution list (this is whatever you want to use).
5. In Outlook 2007, click **Select Members**.
In Outlook 2010, click **Add Members**.
6. In Outlook 2007, select the appropriate Address Book (either Global Address list or Contacts) from under Address Book.
In Outlook 2010, from the Add Members drop-down list, select the appropriate Address Book (either From Address Book or Contacts).
7. In the Name field **double-click** the name from the list that appears or type in the name you want to add to the distribution list in the Type Name box.
8. When you have added all of the names, click **OK**.
9. Click **Save and Close**.