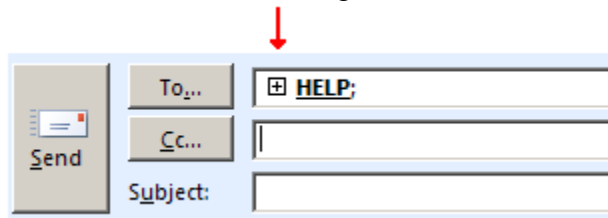**Viewing Individual Members of the Law School's Global Distribution List**
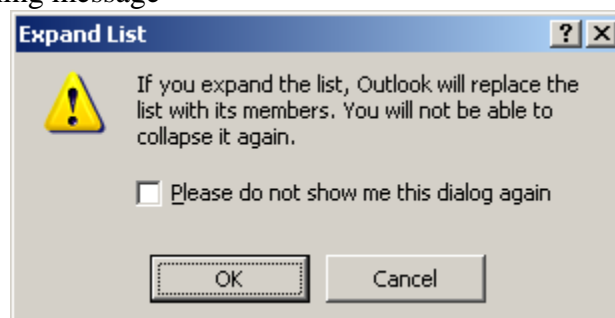Note: This must be done using regular Outlook, not Outlook Web Access

Start a new message and put the Distribution list (e.g., Help) in the To, CC, or BCC field.

Click the plus sign at the left of the list name (or right-click the list name and select Expand DL.

Answer **OK** to the warning message

All the members in the list will be displayed by name. Note: you can remove one or more of the members and send e-mail only to the rest.

You can copy the names by highlighting them (Start from the end...it's easier that way) and pressing CTRL+C to copy then CTRL+V to paste into the application of your choice (the body of the e-mail, Notepad or Word.