

## **DISTRIBUTION LISTS in OUTLOOK**

### **Save a distribution list to Contacts**

1. Open the message that contains the distribution list.
2. Make sure you can see the Folder List with the message open.
3. Click and drag the distribution list and drop it onto the Contacts folder and release the mouse button.
4. The Distribution list should now appear in your Contacts folder.

### **Send a distribution list to someone else**

1. Open a new message.
2. On the **Insert** menu, click **Item**.
3. In the **Look in** list, click the folder that contains the distribution list you want to send.  
Distribution lists are saved in the Contacts folder by default.
4. In the **Items** list, click the distribution list you want to send, and then click **OK**.
5. Send the message.

**Note** To send a distribution list to someone else, the members of the distribution list must be selected from the Global Address Book and the recipient of the distribution list also must use the same Global Address Book.