How to set up a personal distribution list?

Step 1: On the Outlook ribbon click on the address book.

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File Ho	ome Send / Receive	Folder View Add-Ins Adobe	PDF			
New New E-mail Items *	Glean Up → Clean Up → Junk →	Reply Reply Forward to More -	Image: Provide the second	Move Rules OneNote	Image: Second state of the second	
New	Delete	Respond	Quick Steps 1	Move	Tags	

Step 2: Next, click on the down arrow under the Address Book.



Step 3: Select Contacts on the drop down list.



wgautreaux@mylpsd.net Mark Soublas RF: Raceland Wife

Step 4: Next click on File New Entry.

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	File	Edit Tools			
		New Entry		nns Address Book	
		New Message	Ctrl+N	Go Contacts - wgautreaux@mylpsd.com	✓ Advanced Find
		Add to Contacts		Display Name	E-mail Address
		Delete	Ctrl+D	llie_Rolison@DELL.com	Allie_Rolison@DELL.cc
		Properties		(llie_Rolison (Business Fax)	Allie_Rolison@+1 (512 info@viasolutions.cor
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	÷.	Antonio Sarabia		Antonio Sarabia	ASarabia@ndivision.c
	ι÷.	Beth E Turman		beth_turman@dell.com	beth_turman@dell.coi
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	4	Charles R Ordoyne		Charles R Ordoyne (Business Fax)	Charles R Ordoyne@+
	14	Charlie Bernard		Charlie Bernard (CharterBusiness@connect.ch	CharterBusiness@con
	4	Chris McConnell		chris@pcdisposal.com	chris@pcdisposal.com
	1	Cindy F. Guidry		GMMS/Guidry, Cindy F. (cfguidry@lafourche.k	cfguidry@lafourche.k
	1.2	Clyde Dardar		Clyde Dardar (clyded@lanetworx.net)	clyded@lanetworx.net ∀
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Step 5: Next click on New Contact Group and hit OK.

	New Entry
Name	Select the entry type: New Contact New Contact Group
Amber Doyle Amy Knower Amy Knower Antonio Sarabia Beth E Turman Bill Schove Bryan Setser	
Chad Hirt Charles R Ordoy Charles R Ordoy	Put this entry in: Contacts - wgautreaux@mylpsd.com OK Cancel
Charlie Bernard Chris McConnel Cindy F. Guidry Clyde Dardar	Chrisepearsposancom GMMS/Guidry, Cindy F. (dguidry@lafourche.kdguidry@lafourche.k. Clyde Dardar (clyded@lanetworx.net) clyde@lanetworx.net >

Step 6: Type the name of the distribution group, (example GMMS Staff), then hit Save & Close.



Final Step is to populate the distribution list: Once Distribution Group is saved under the Contacts, you will be able to select the group and add members. Repeat the steps 1, 2 & 3 above by Step 1: selecting the address book, Step 2: under address book select contacts, Step 3: enter the group name, and press enter. Here is where you will populate the distribution list.

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FILE CONTACT G	GROUP INSERT	FORMAT TEXT REVIEW	V		
Save & Delete Forward Close Group Group * Actions	Members Notes	Add Remove Update Members * Member Now Members	Email Meeting Cate		
Name IT Group		E-ma	ail		
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Select the Add Members button and then select from address book to add staff. You can repeat this process as often as needed to add or remove staff.