

ITD Fact File:

Outlook- Creating Distribution Lists (Exchange)

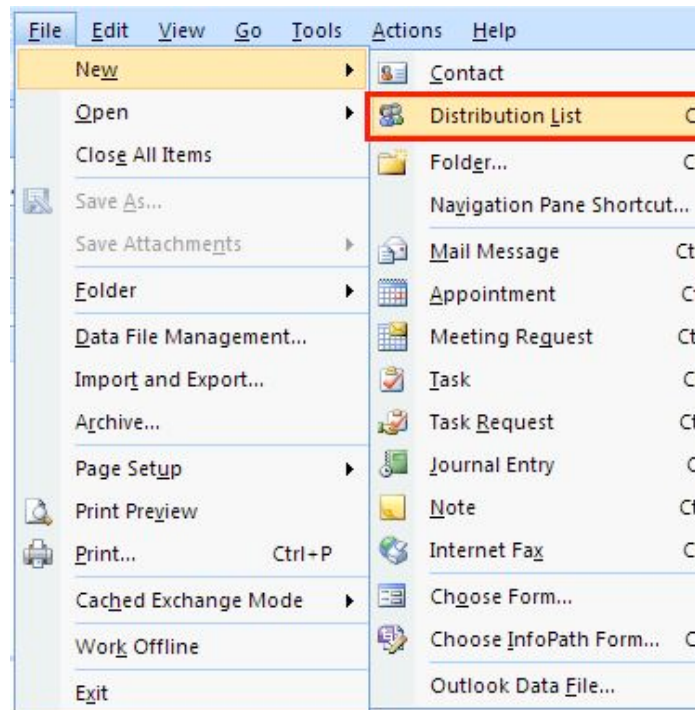


Information Technology Directorate – UNE Microsoft Exchange Project

Creating a New List

On the bottom left of your screen click the 'Contacts' sub-menu option.

Go to 'File' on the top left top action bar. Highlight 'New' and click on 'Distribution List'.



Click 'Select Members' to add users from the 'Global Contact List' or click 'Select Members' to manually add contacts to the Distribution List. Assign the Distribution List a name in the 'Name' box. Click 'Save & Close' to keep the Distribution List.