



The Tech Club

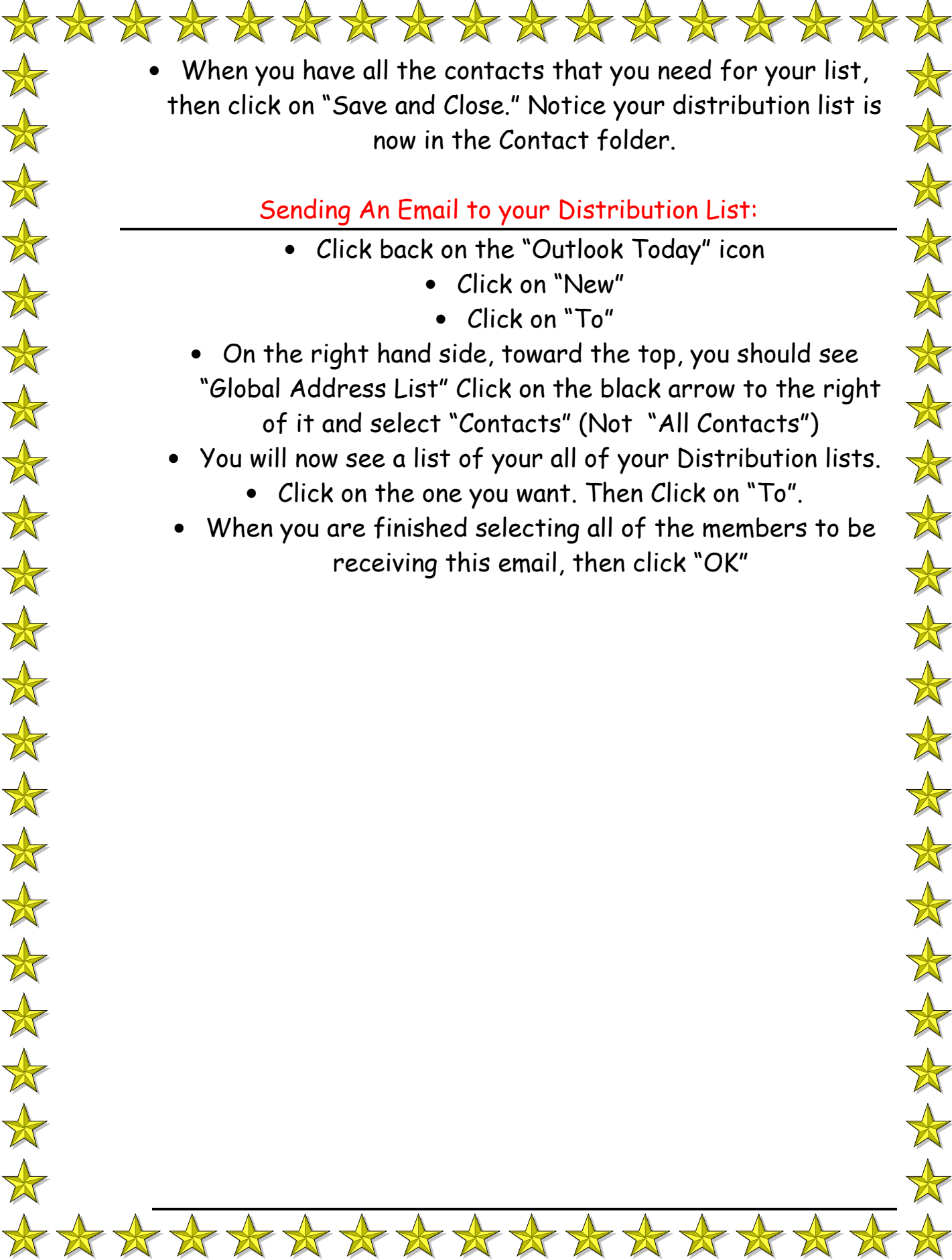
The first computer club for teachers!
Creating Distribution Lists in Email

A distribution list is a group of e-mail addresses grouped under a single e-mail address. When you send to a distribution list, you're really sending to everyone whose address is included in the list. It's much easier than picking 30 different addresses from the Address Book.

TO CREATE A DISTRIBUTION LIST, FOLLOW THESE STEPS:

- Open Microsoft Outlook
 - Find the Outlook Shortcut Toolbar (usually on the left hand side)
 - Click on the icon that says "Contacts"
 - Then click on the word "Actions" at the top of the page.
 - Click on "New Distribution List"

(Notice the icon of the two people. You may also click on that icon on the contacts toolbar to make a new distribution list)
 - Create a name for this group (Examples, first grade teachers, Peer Helpers, Yearbook Committee)
 - Then click on "Choose Members" to select the people to be in that group.
 - Find the name to add to the group email. Click on their name and then click on "members". Do this for every name and then click "OK" when finished.
 - **If you want to include people not in the Medford Township email list, such as parents, then you will need to select "Add New".**
 - In the "Add New" area you will need to put their name and the *full email address.*
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- When you have all the contacts that you need for your list, then click on "Save and Close." Notice your distribution list is now in the Contact folder.

Sending An Email to your Distribution List:

- Click back on the "Outlook Today" icon
 - Click on "New"
 - Click on "To"
- On the right hand side, toward the top, you should see "Global Address List" Click on the black arrow to the right of it and select "Contacts" (Not "All Contacts")
- You will now see a list of your all of your Distribution lists.
 - Click on the one you want. Then Click on "To".
- When you are finished selecting all of the members to be receiving this email, then click "OK"

