

Creating a Distribution List in Outlook 2013

A distribution list allows you to send an email to multiple recipients by addressing the object to the distribution list instead of individual users.

1. From the Outlook Home tab, **click on New Items** and then **select More Items > Contact Group**.

The New Contact Group window opens.

2. **Enter the name** for this group.


3. **Click on Add Members**, and then **select From Address Book**.

The Select Members window opens.

4. **Enter your search criteria** into the search field (typically first & last name).

5. **Double-click** the correct **person** to add them to the group.

The selected individual appears in the members field.

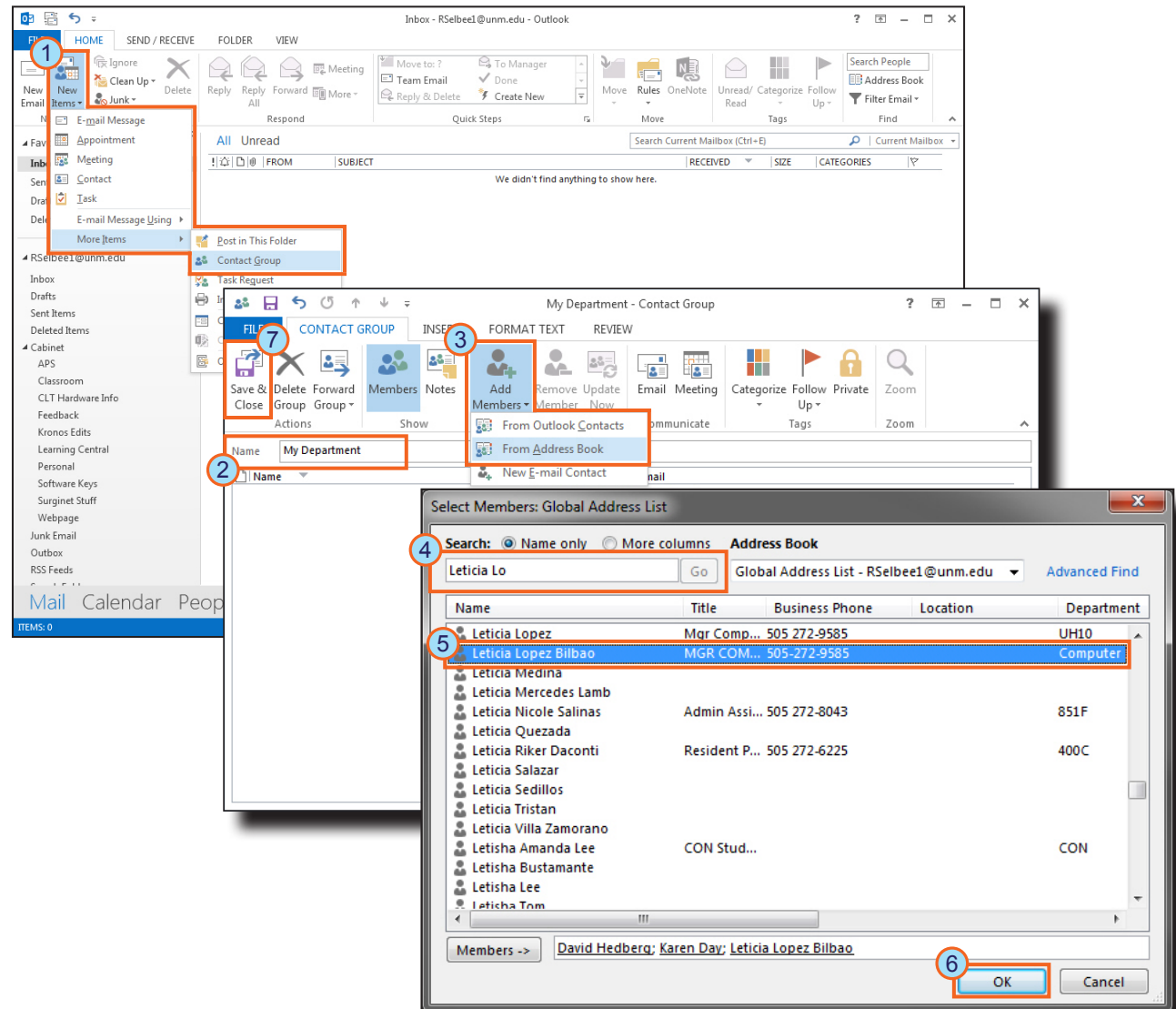
 **Tip:** Repeat steps 4-5 to add additional members to the group.

6. **Click the OK** button.

The Select Members window closes.

7. **Click the Save & Close** button.

The contact group is created in your contacts address book and may be used like any address book object.



The screenshot illustrates the process of creating a contact group in Outlook 2013. It shows the Outlook interface with the 'New Items' menu open, highlighting 'More Items > Contact Group'. A secondary window titled 'My Department - Contact Group' is shown with the name 'My Department' entered and the 'Add Members' button selected. A third window titled 'Select Members: Global Address List' is shown with the search criteria 'Name only' and 'Leticia Lopez Bilbao' selected. A fourth window shows the 'Members' field with the selected members: 'David Hedberg; Karen Day; Leticia Lopez Bilbao'.

Name	Title	Business Phone	Location	Department
Leticia Lopez	Mgr Comp...	505-272-9585		UH10
Leticia Lopez Bilbao	MGR COM...	505-272-9585		Computer
Leticia Medina				
Leticia Mercedes Lamb				
Leticia Nicole Salinas	Admin Assi...	505-272-8043		851F
Leticia Quezada				
Leticia Riker Daconti	Resident P...	505-272-6225		400C
Leticia Salazar				
Leticia Sedillos				
Leticia Tristan				
Leticia Villa Zamorano				
Letisha Amanda Lee	CON Stud...			CON
Letisha Bustamante				
Letisha Lee				
Leticia Tom				