

## Creating a Personal 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.*

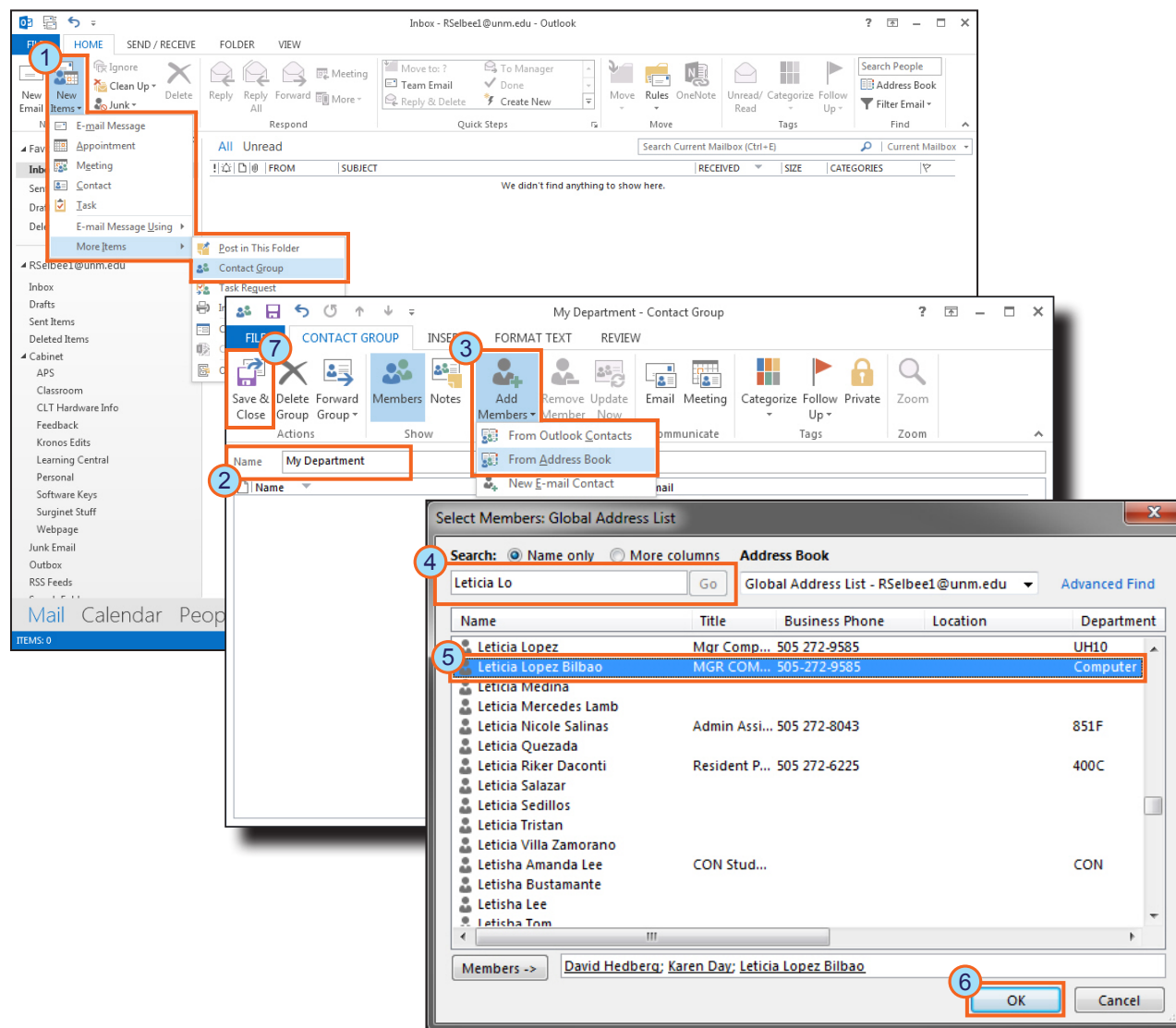
 **Tip:** Repeat steps 4-5 to add additional members to the group.

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 three overlapping windows:

- Outlook Home Tab:** The 'New Items' menu is open, and 'More Items > Contact Group' is selected.
- My Department - Contact Group:** The 'Name' field contains 'My Department'. The 'Add Members' button is highlighted.
- Select Members: Global Address List:** The search criteria is 'Name only'. The list shows several contacts, with 'Leticia Lopez Bilbao' selected. The 'Members' field at the bottom lists 'David Hedberg; Karen Day; Leticia Lopez Bilbao'.