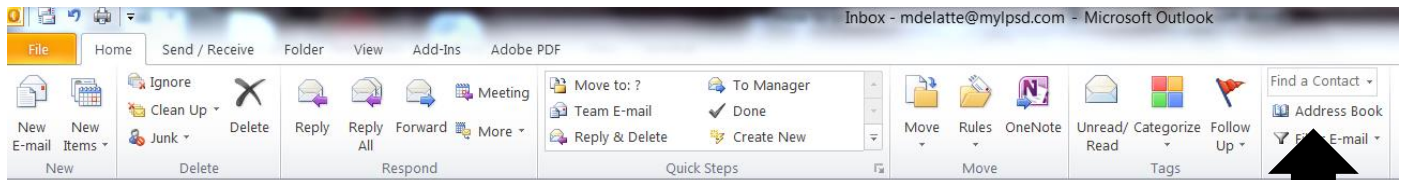
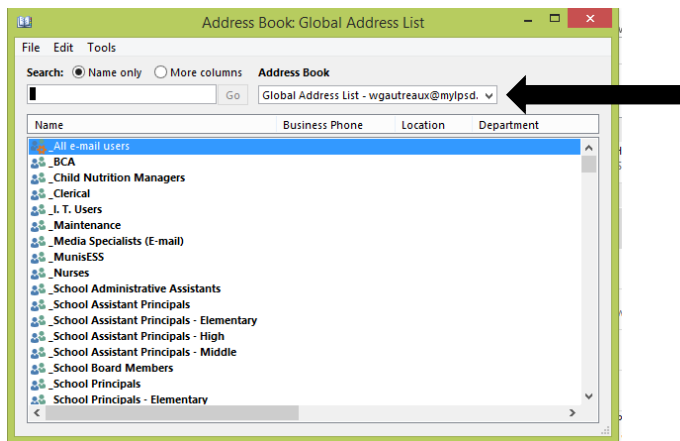


How to set up a personal distribution list?

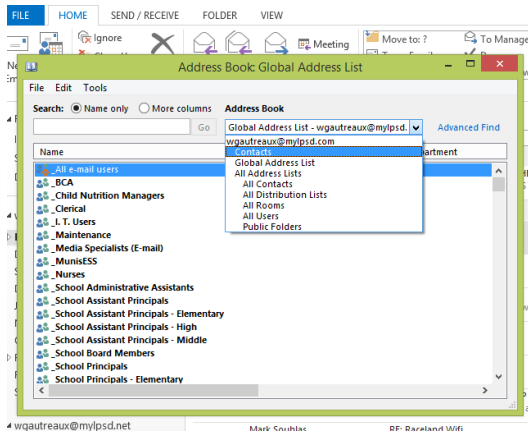
Step 1: On the Outlook ribbon click on the address book.



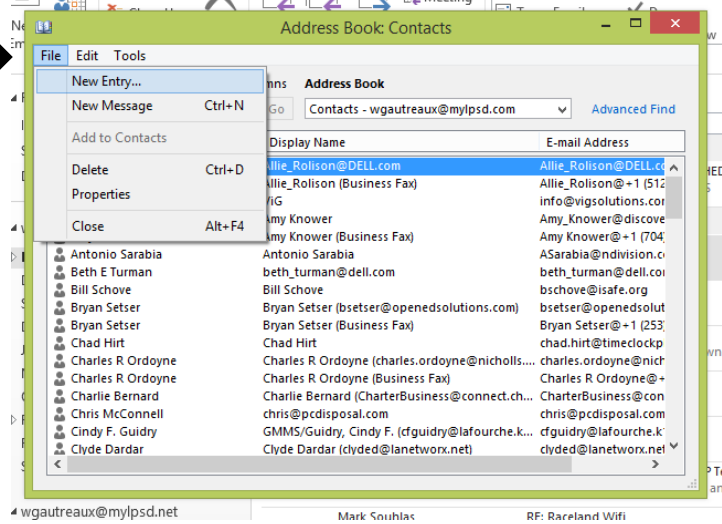
Step 2: Next, click on the down arrow under the Address Book.



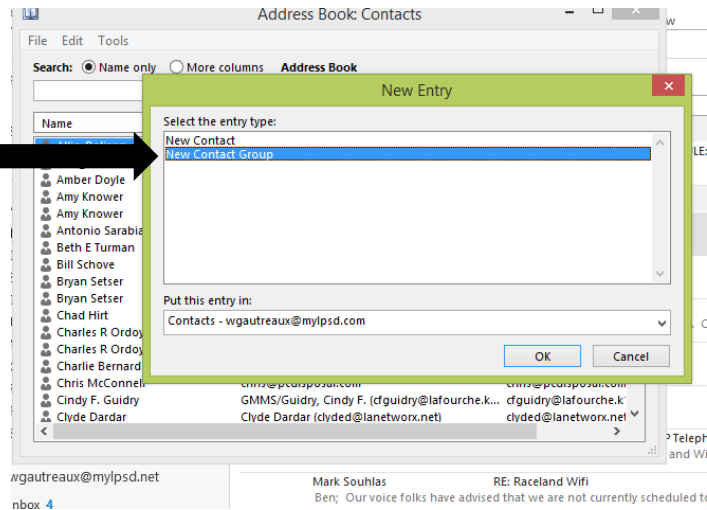
Step 3: Select Contacts on the drop down list.



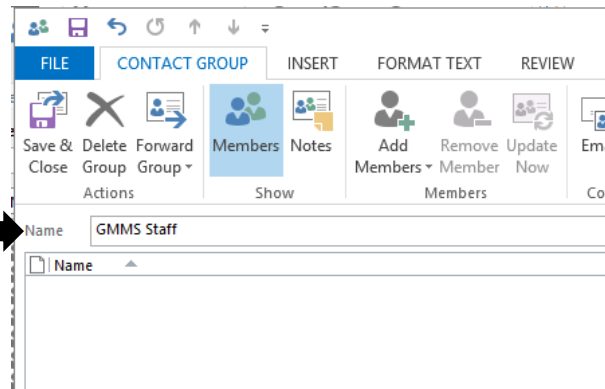
Step 4: Next click on File New Entry.



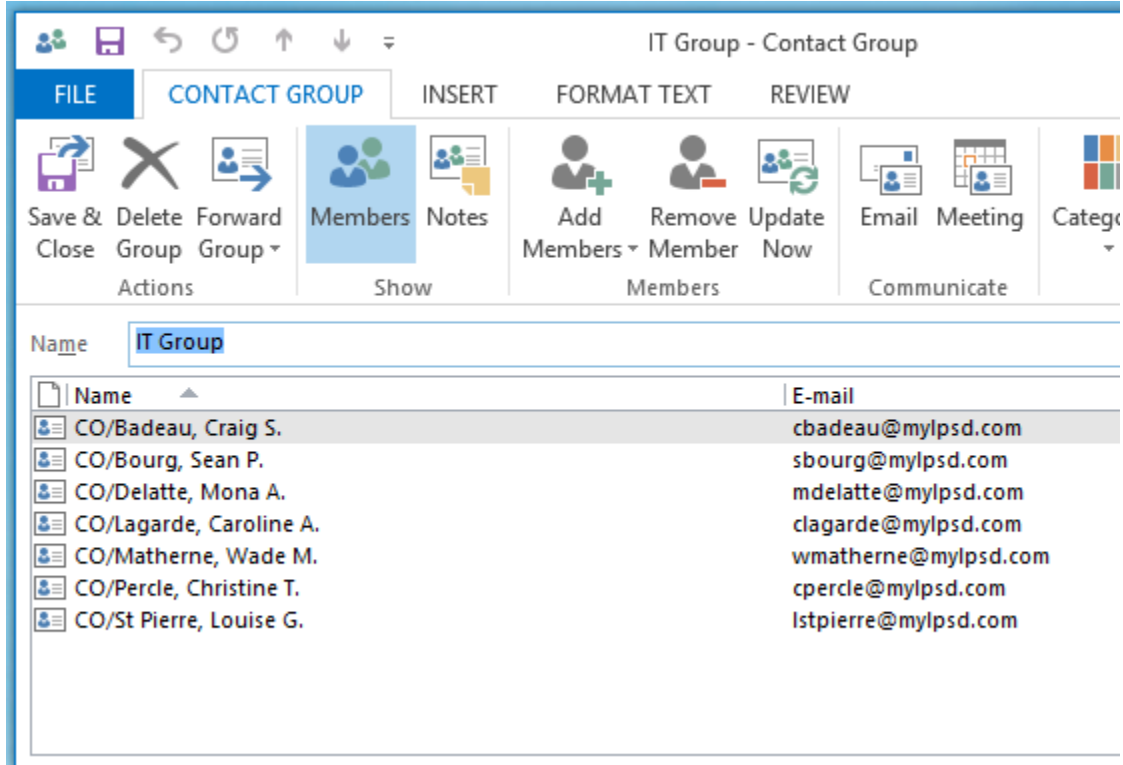
Step 5: Next click on New Contact Group and hit OK.



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.



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.