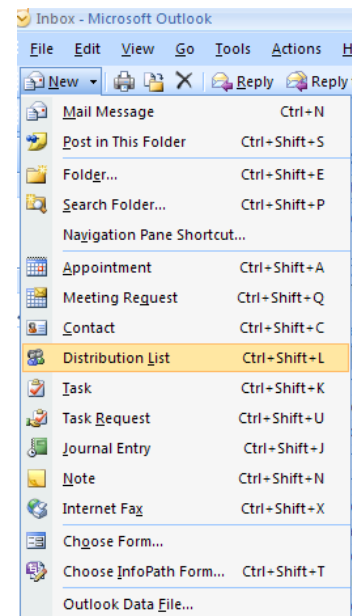


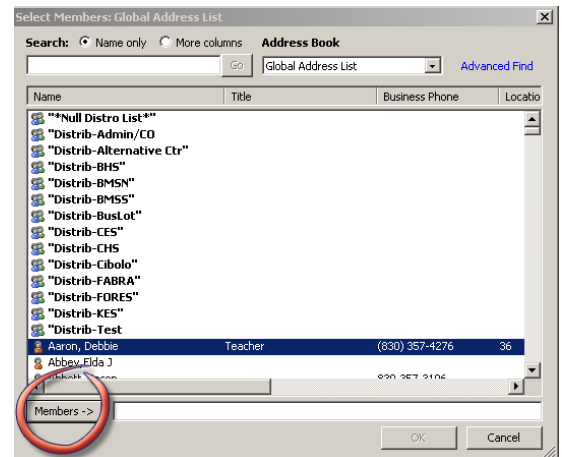
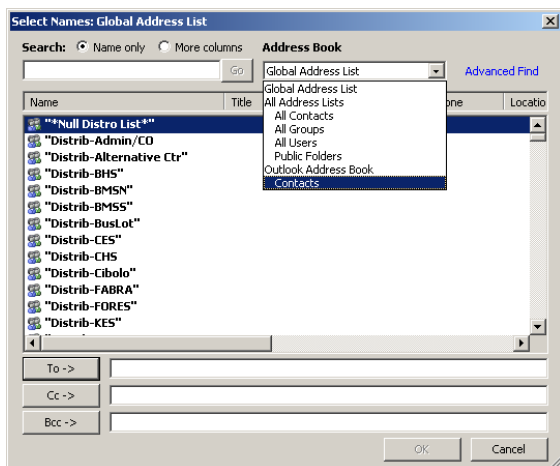
Outlook – Distribution Lists

1. In **MS Outlook**, go to the **File** menu and choose **New > Distribution List**
2. Add members to the distribution list by clicking **Select Members**, if they are BISD employees, or **Add New**, if you want to add email addresses from outside our network.



TIP

3. To choose multiple names quickly, hold the **control key** down while you click on the names. This allows you to add many names in one step.
4. After selecting names, click on the **Members** button to add your selections. Then, click **ok**.
5. Remember to click **Save & Close**!
6. To use your distribution list, in a new email, click on the **To:** button.
7. Click on the **Down Arrow** next to **Global Address List** and choose **Contacts**.



Now you will see your contacts list. Your new distribution list will be a Contact.