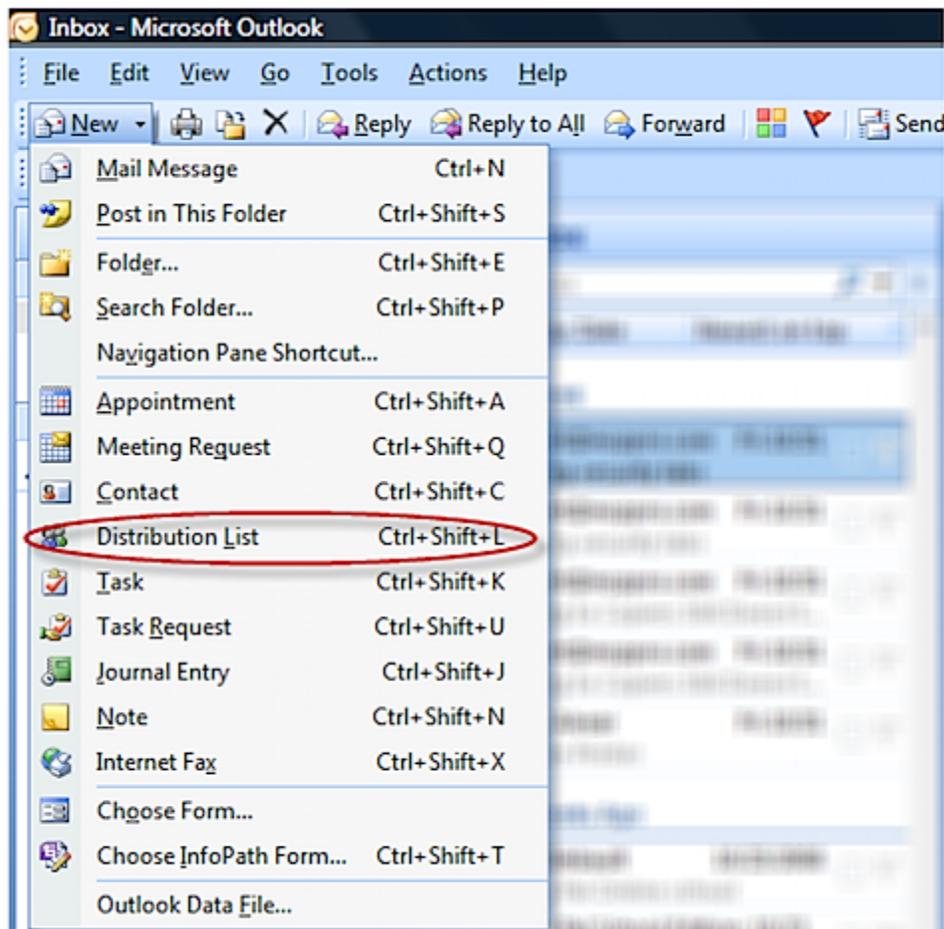


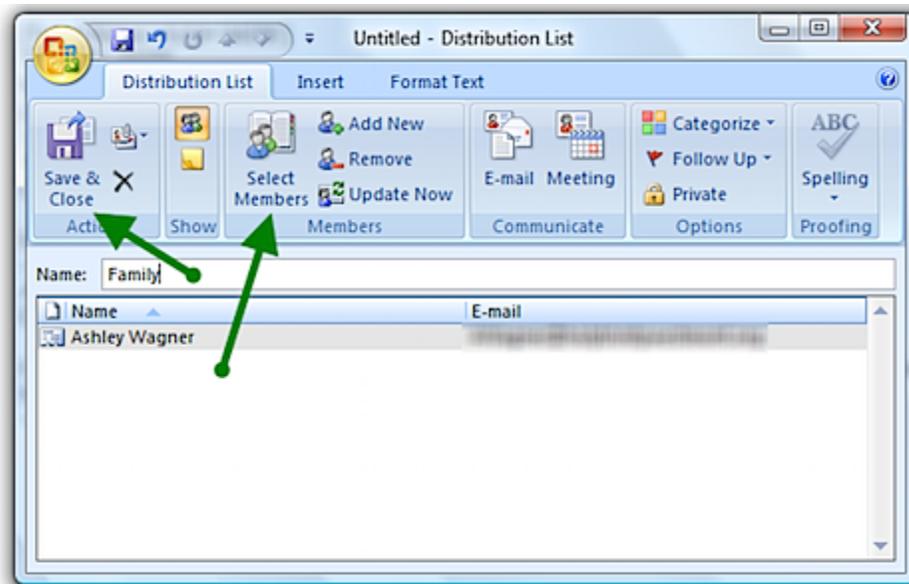
Please keep in mind that Students will need to be added as contacts before continuing. Go to File – New – Contact do add students to your contact list.

How to Create a Distribution List in Outlook 2007

1. Open-up Microsoft Office Outlook 2007
2. [Click](#) the drop-down arrow next to “New” (the same “new” you click when you want to create a new message), then select Distribution List
3. You can also click Ctrl + Shift + L



A new window will appear once you've clicked on "Distribution List" and from there you'll select the contacts that you would like to be a part of the list, and give it a name.



The name for my distribution list in the example above is “Family.” Once I enter a name, then I can click “Select Members.” This pulls up my contacts list so that I can choose which individuals I would like to be a part of my “Family” list. You can add members by double-clicking on each name. Once all members are selected, you’ll click “Save & Close.”