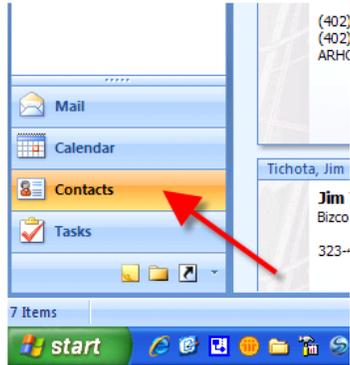


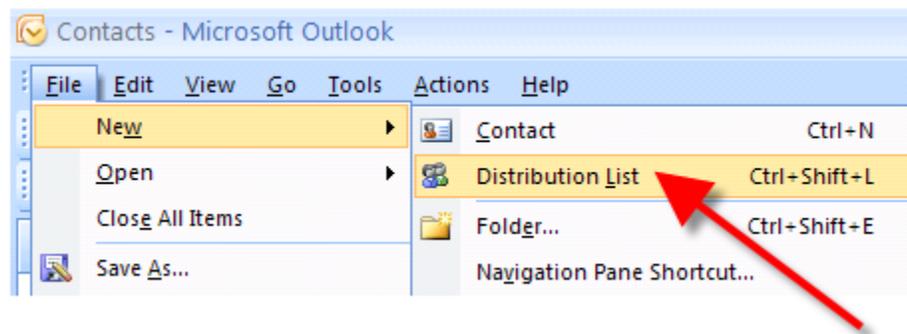
Distribution Lists

Creating a Distribution List

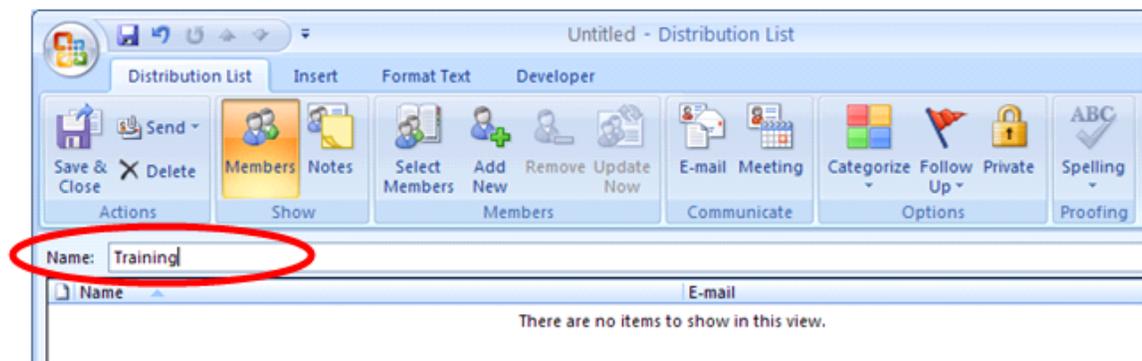
1. Make sure you are in the contacts list. This is done by clicking on the **Contacts** button in the Navigation pane.



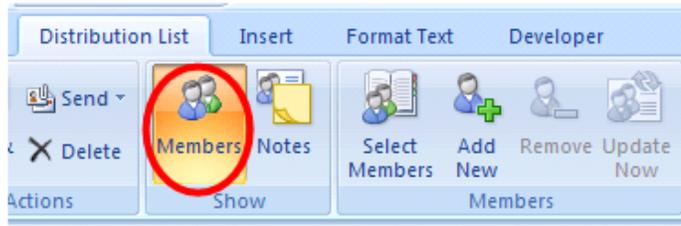
2. Choose **File, New, Distribution List** to open a new Distribution List window.



3. In the *Name*: box, enter the name you want to use for this group.



- 4. Make sure that the **Distribution List** tab on the ribbon is selected. Then, click **Select Members** under the Members group to open the Select Members dialog box.

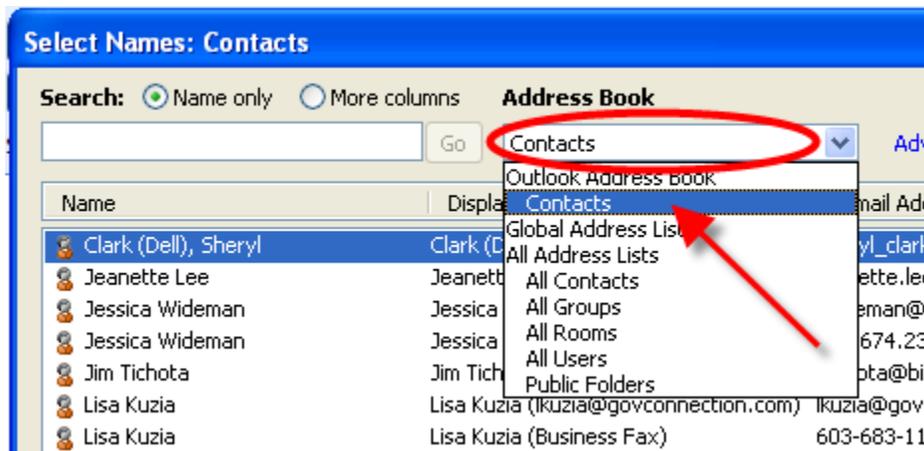


- 5. You can select members from either the Global Address List or from your personal Contacts by picking which address book you want to use from the Address Book Drop down window. (Note: you can mix and match people from either address books to create your distribution list.)

Global Address List



Personal Contacts



6. Type the name of the person you want to select in the search box. When the list of names that match or closely match appears, select the name by clicking on it in the Name list and then click **Members**.

Search box

Select a name by clicking on it once.

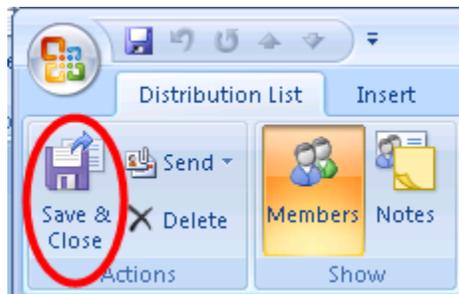
Click on the **Members** button to add a person.

Name	Title	Business Phone	Locatic
Green Dorcey, Mary	Prop Tax Appraiser Asst i	402-987-0264	1601
Green, Allie	Probation Officer	402.444.1954	319 9
Green, BJ			
Green, Kimberly			319 9
Green, Linda	Deputy Probation Officer	308.385.6216	117 E
Green, Dennis	Attorney II	402-471-9886	
Green, Don	it Infrs Sup Analyst/Sr	402-471-4347	
Green, George	Agency Legal Counsel i	402-479-5735	
Green, Jennifer	Corrections Unit Caseworker	402-362-3317	
Green, Terry	Natural Resources Spec.II	308-262-1937	
Green, Thomas	Law Clerk	402-471-0245	300 T
Greene, Howard	Rev.Char.Gaming Invest.II	402-595-2019	
Greenwood, Cory	State Patrol Trooper	402-331-3333	
Greg Adams			
Greg Beck	D7 Auto/Diesel Mechanic	(308)962-7941	Arap.
Greg Blaha	Developmental Tech III	(402)223-6600	BF21
Greg Blunck		(402)582-3816	Plain

Members -> Green, Don

OK Cancel

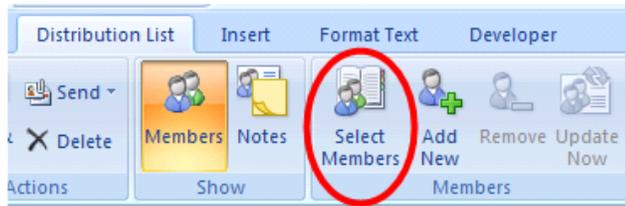
7. Repeat steps 5 through 6 until all of the members are selected and then click **OK**.
8. To save the distribution list, select the **Distribution List** tab on the ribbon, and select **Save & Close** in the Actions group.



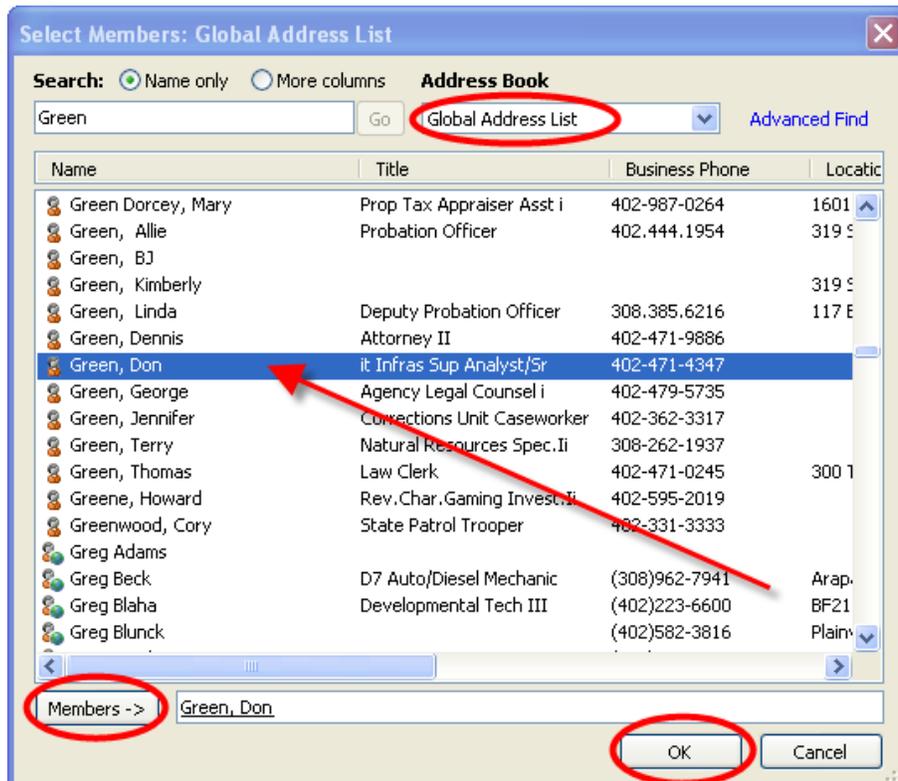
Modifying a Distribution List

Adding a Contact from Either the Global Address List or from the Contacts List:

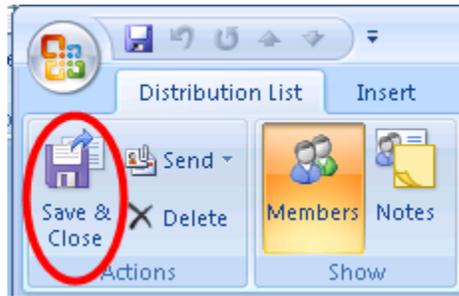
1. Open the distribution list for editing, locate and double click on the name of the distribution list.
2. Select the **Distribution List** tab on the ribbon, and click on **Select Members** in the Members group.



3. Find the recipient you want to add in an address book, select the recipient, click the **Members** button, and then click **OK**. (Note: you can add from either your personal contacts or from the Global Address List.)

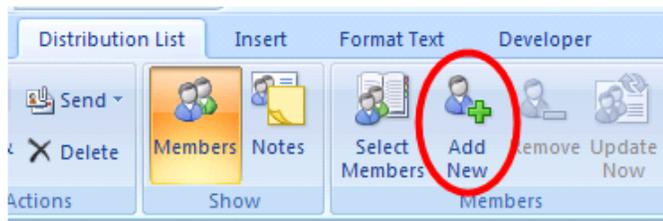


4. To save the distribution list, select the **Distribution List tab** on the ribbon, and select **Save & Close** in the Actions group

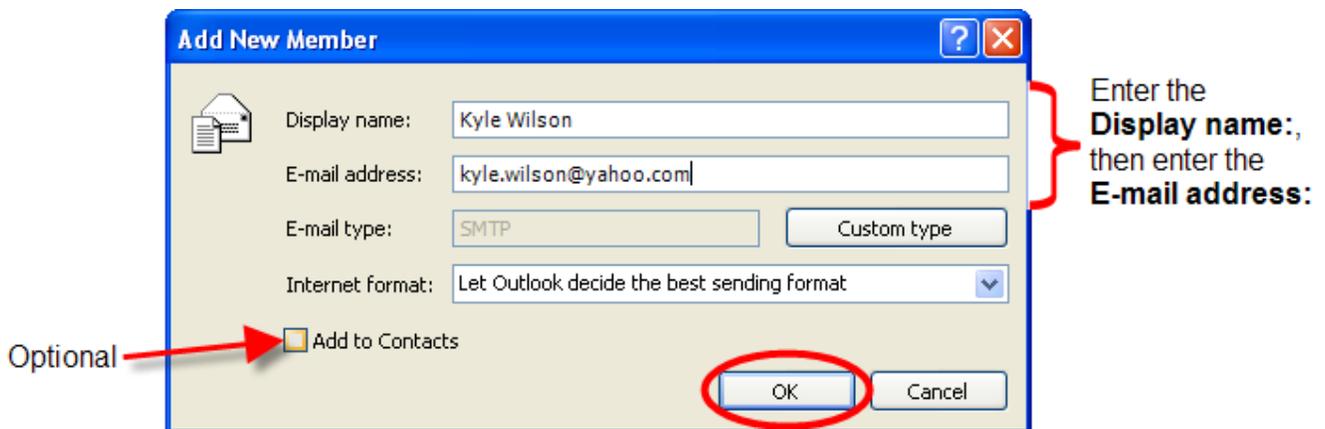


Adding a Contact NOT from Contact List

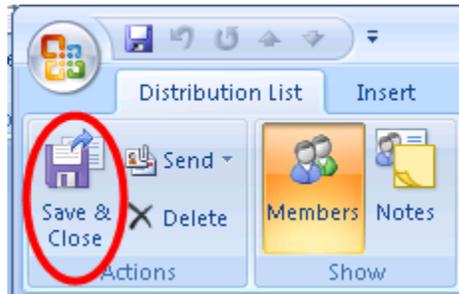
1. Open the distribution list for editing, locate and double click on the name of the distribution list.
2. Select the **Distribution List tab** on the ribbon, and click on **Add New** in the Members group.



3. Enter the **Display name:** and **E-mail address:** for the new member. If you want to add the person as a contact, select **Add to Contacts** (optional). When the contact information is done, click **OK**.

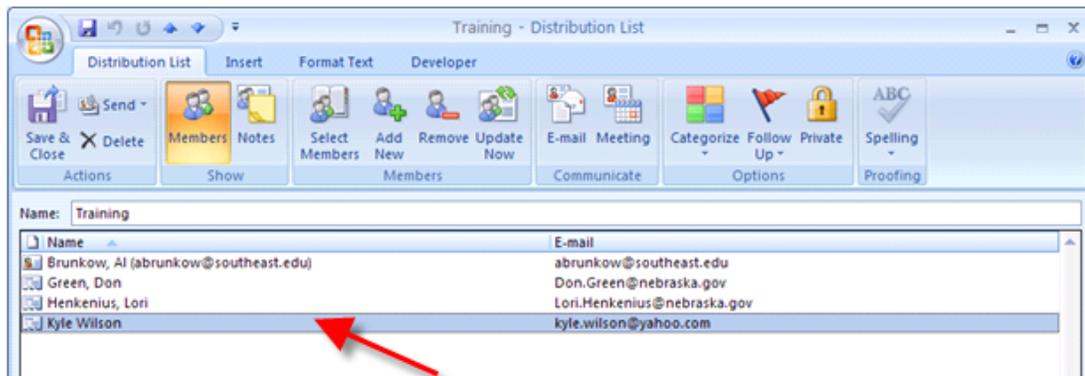


4. To save the distribution list, select the **Distribution List tab** on the ribbon, and select **Save & Close** in the Actions group.

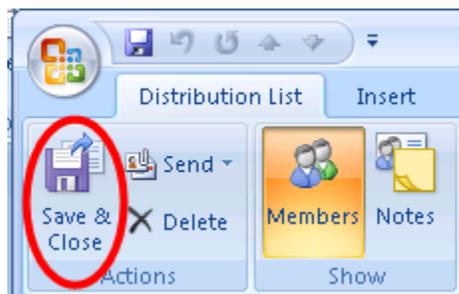


Deleting a Person from a Distribution List

1. Open the distribution list for editing, locate and double click on the name of the distribution list.
2. You will see a list of people that are part of the distribution list. Locate and select the person you want to delete from the distribution list by click on the name once.



3. Now that the contact is highlighted, click the **delete key** on your keyboard. If there are more people to delete from the list, Repeat steps 2 through 3.
4. Once all of the deletions are complete, select the **Distribution List tab** on the ribbon, and select **Save & Close** in the Actions group.



Deleting a Distribution List

1. Select Contacts in the Navigation pane.
2. Locate the contact or the distribution list you wish to delete.
3. With your mouse, click on the name of the contact or the distribution list is to be deleted once.
4. Once it is selected, press the **delete key** on your keyboard.