Creating an Outlook 2003 Distribution List (group)

1. From the File menu choose "New" and then "Distribution list," or click on the down arrow beside the "New" button.
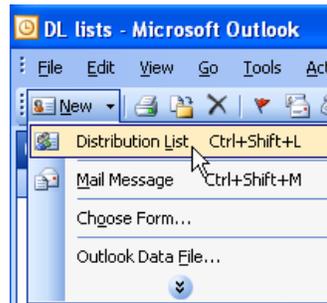
2. Enter a reference name for the distribution list, and then click on the "Select members" button. It is best to add names from the Global Address List, or Contacts.
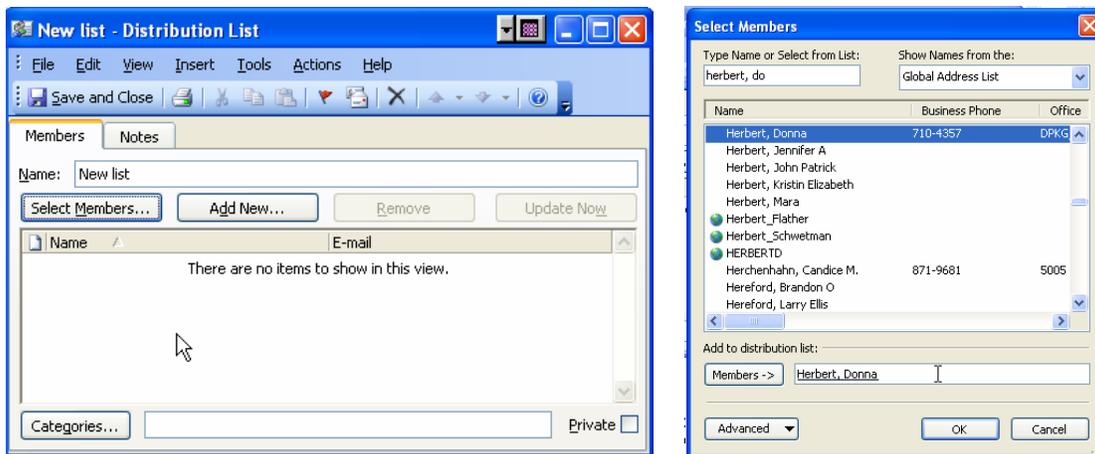
3. Click "OK" when you are through entering names. You will now see the list populated with names and email addresses. Save and close.
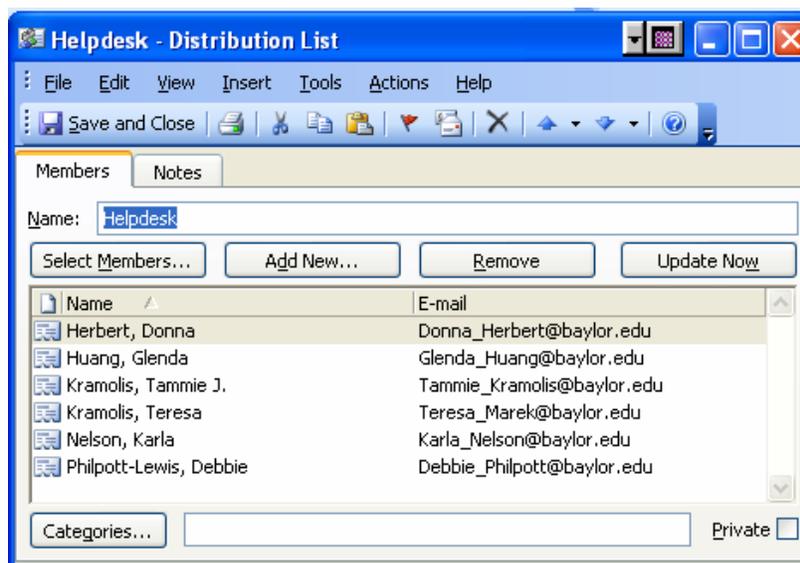
4. To enter an off campus address, or one that you may not have in an existing address book. Click on the "Add new" button. Enter a name and an email address then click OK.
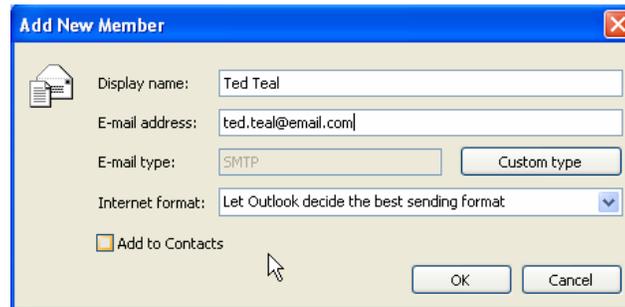
 4. Double head icons in your address book signify distribution lists. Remember that distribution lists are housed within address books. They do not appear in the folder list.

New feature: Distribution lists are now expandable in Outlook 2003!
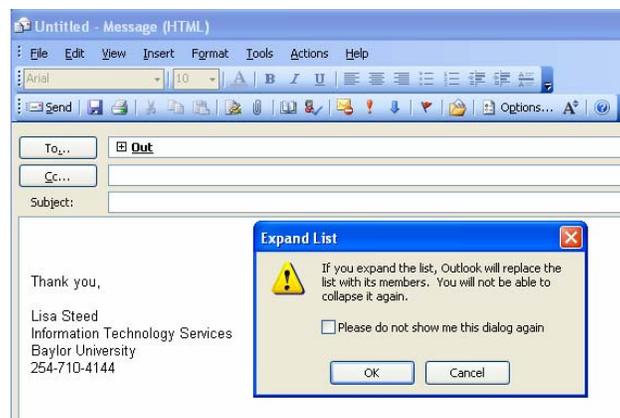
Distribution lists can now be expanded to remove or add contacts one a per use basis. Deletions or additions to your list are now possible when addressing the list and the original list will remain in tact for the next use.