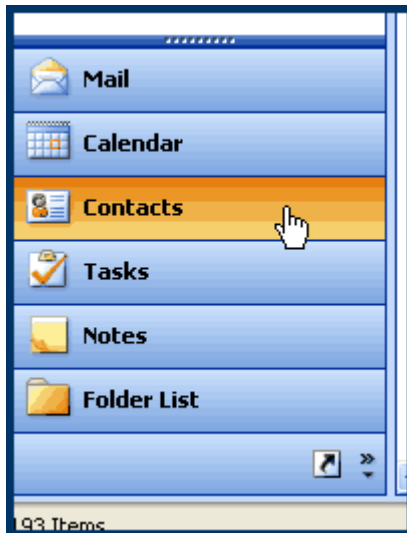


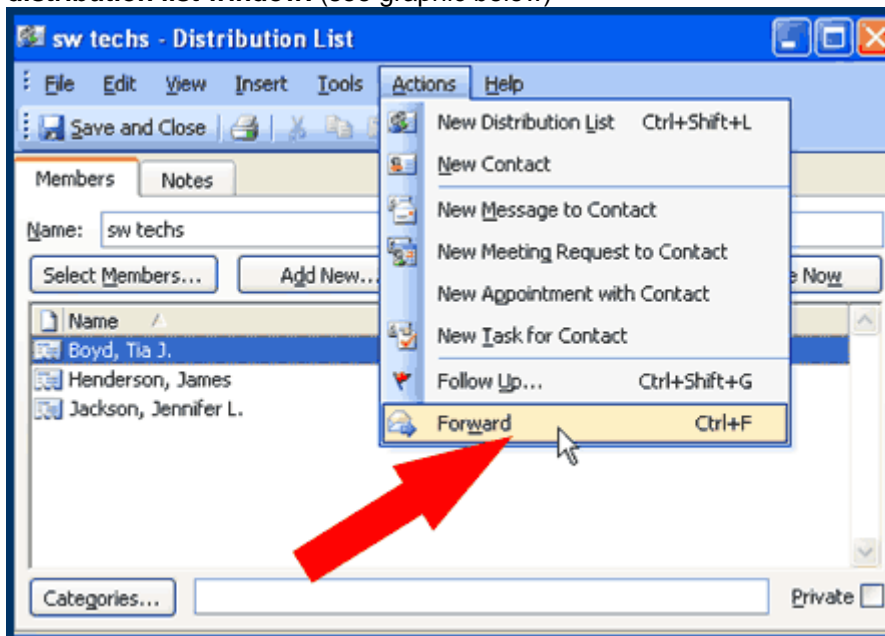
## Outlook - Sending a Distribution List

The directions below explain the process for sending a distribution list to another user. The instructions below are shown using Outlook 2003.

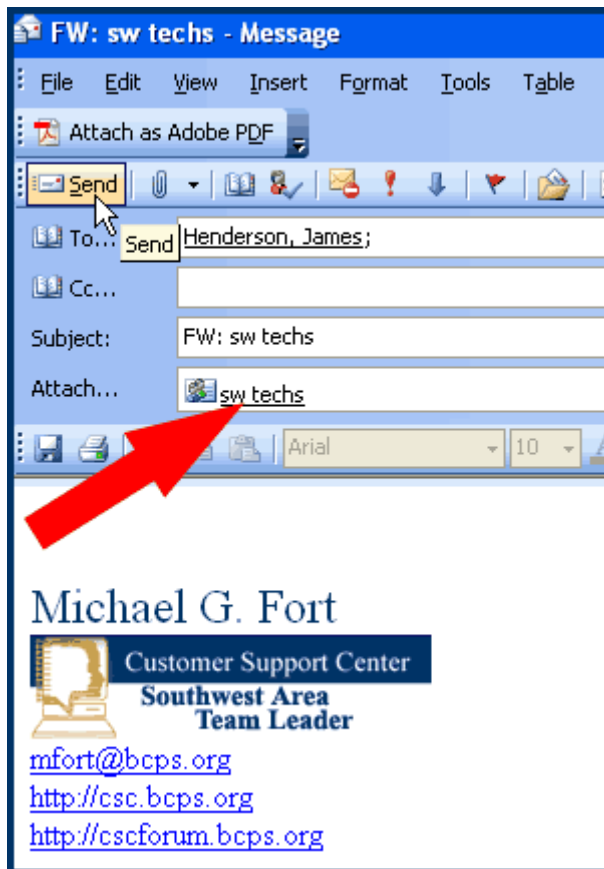
1. Open your e-mail account and click on the **Contacts** icon in the Outlook Bar on the left hand side of the screen.



2. Find the Distribution List that you want to send. Double click the distribution list to open it up in a separate window. Go to the **Actions** menu and then select **Forward**. **NOTE: This is the Action menu for the distribution list window.** (see graphic below)



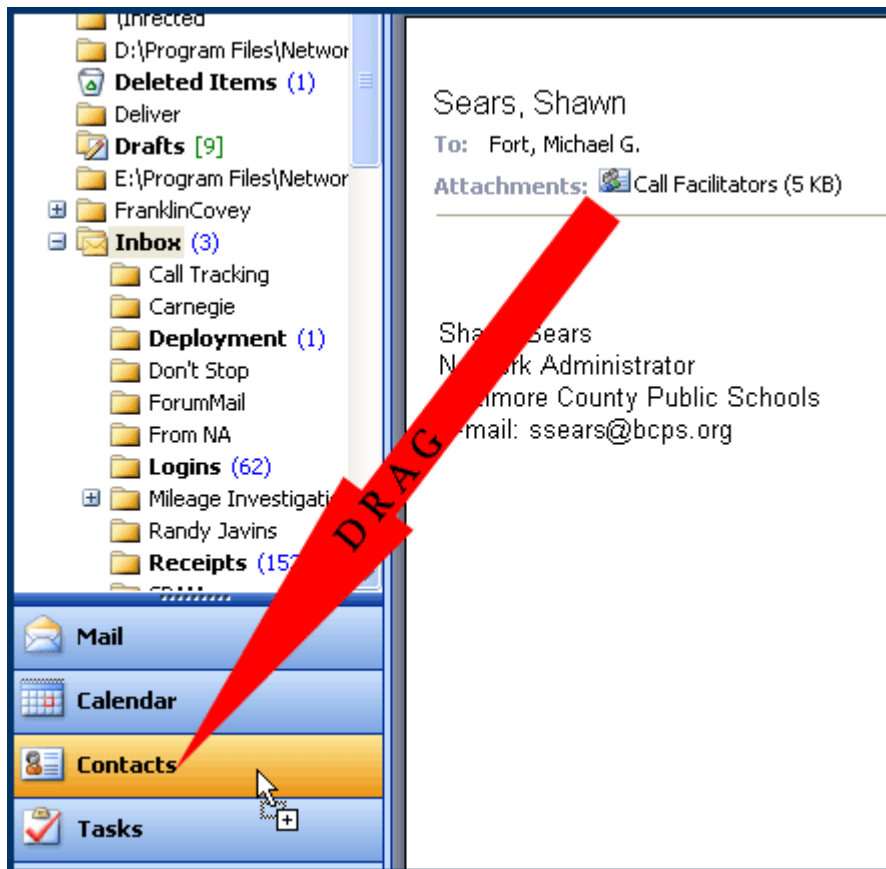
3. Address the new e-mail message to the person(s) that you wish to send the Distribution List to. You will see the name of the Distribution List with an icon attached to the new message. (See graphic below)



4. When the recipient receives the message they will see the icon for the Distribution List in the message. (See graphic below)



5. Drag the icon for the sent distribution list to the **Contacts** button in the Outlook Bar on the left hand side of the screen. (See graphic below)



6. Click on the **Contacts** button and navigate to find the saved list that was just dragged over. Contacts are listed in alphabetical order. (See graphic below)

