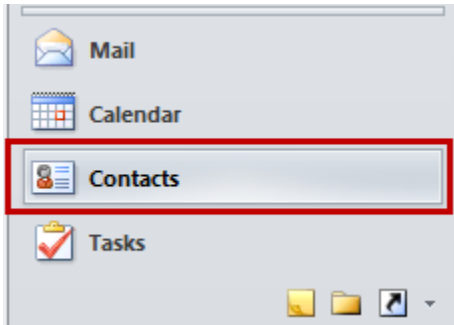


OUTLOOK 2010

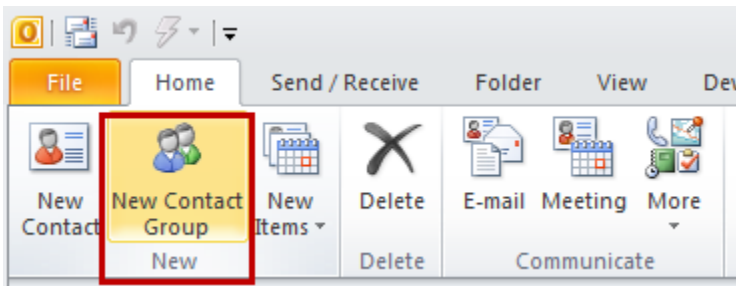
Instructional Steps

Creating a Contact Group Distribution list

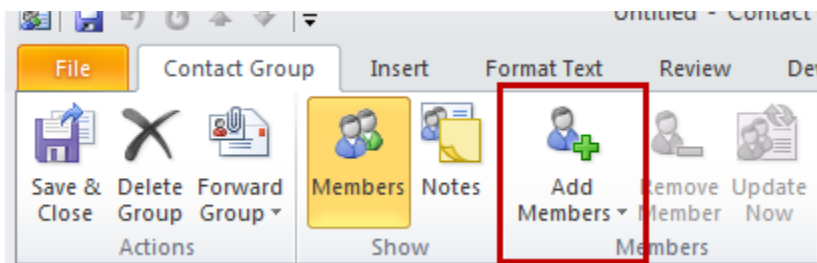
1. Click Contacts from the shortcut menu.



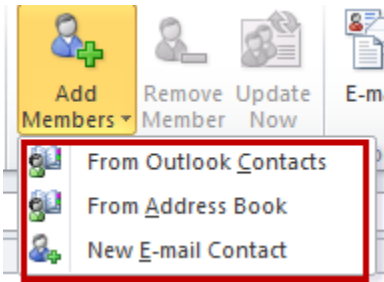
2. From the Home ribbon bar click "New Contact Group"



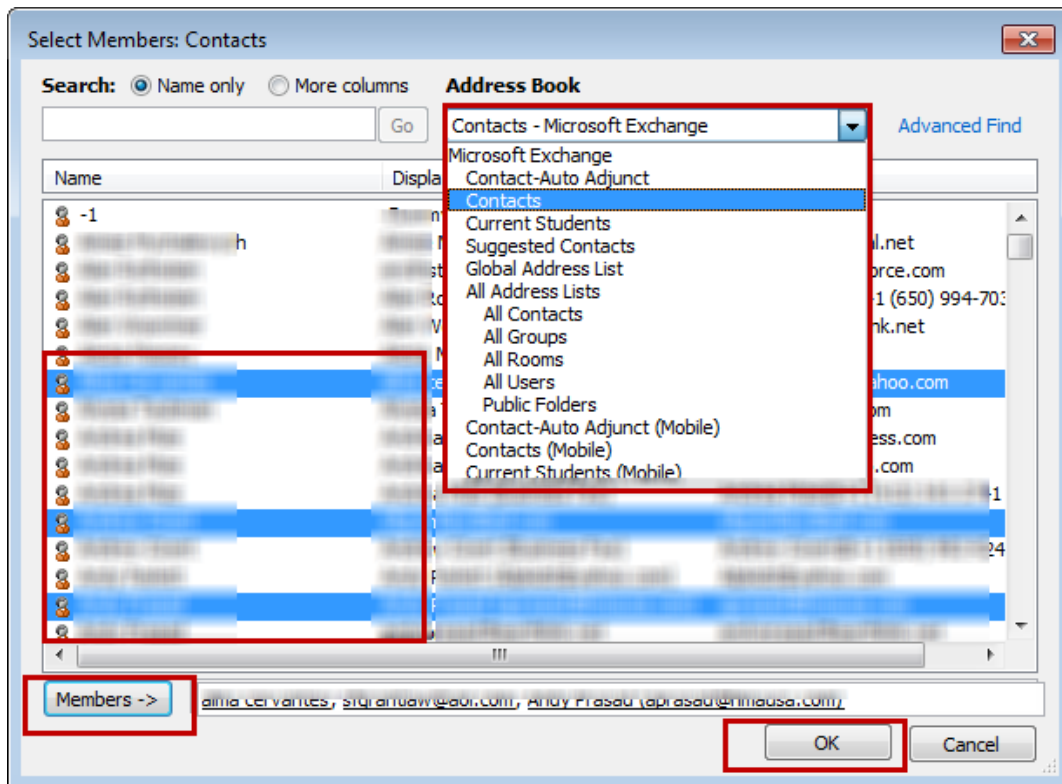
3. From the Contact Group menu click "Add Members"



4. Choose an option such as "From Outlook_Contact"



5. If you have more than one contact list choose which list you would like to use. Then use the CTRL key to selectively choose which contacts you would like to include. Then click the members button. When finished click the "OK" button.



6. Name the list and click “Save and Close”

