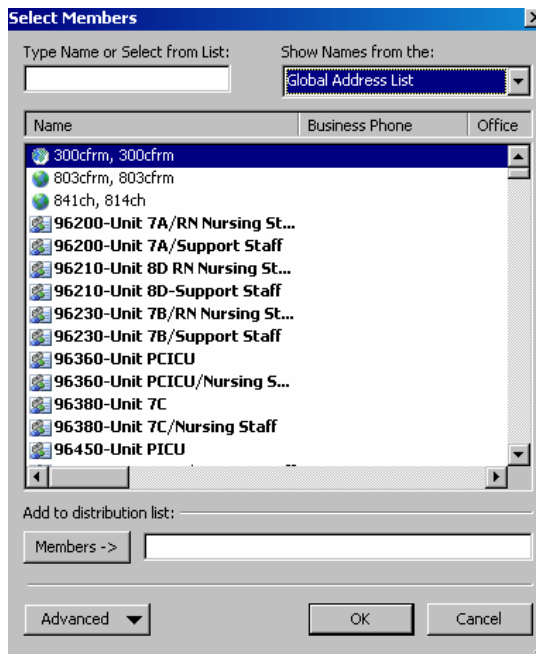


## Create/Modify a Distributions List (Email Group)

A distribution list is a collection of user names that can be used to quickly address and send messages to multiple users. Distribution lists are stored in your contacts folder, where they are identified with **bold type** and a distribution list symbol.

To create a personal distribution list:

1. Choose **File** → **New** → **Distribution List** to open a new Distribution List form.
2. In the Name text box, type a name for the distribution list.  
**Note:** If you want to add a more detailed description of your distribution list, click the Notes tab, and type the description.
3. Click **Select Members** to display the Select Members dialog box.



4. Add the names your want to include in this distribution list.
  - In the Type Name Or Select From List text box, type the user name, and then click Members.
  - In the Name list, double-click the user name.
  - Or, in the Name list, click the user name, and then click Members.
5. Click **OK** to display the user name in the Distribution form.
6. Click **Save** and **Close** to create the distribution list.

## Modify a Distribution List Temporarily

To modify an existing distribution list temporarily within a mail message address:

1. In the **To** field of the mail message address section, click the plus sign icon preceding the distribution list name.
2. In the **Expand List** message box, click **OK** to replace the distribution list with its members.
3. **Add or delete** the user name(s) from the To text box.

### Modify a Distribution List Permanently

To modify an existing distribution list permanently:

1. Double-click the distribution list you want to modify
2. Edit the list as needed
  - To add additional names from the contacts folder or an address book, click select members.
  - To add additional names not in the contacts folder or in an address book, click **Add New**.
  - To delete a name, select the name, and then click Remove.
3. Click **Save** and **Close** to update the list.

### Print a Distribution List

If you wish to print a distribution list:

1. Click **Contacts**.
2. Open the distribution list you want to print
3. Choose **File → Print**.