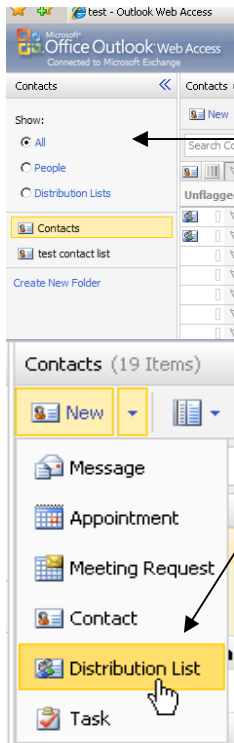

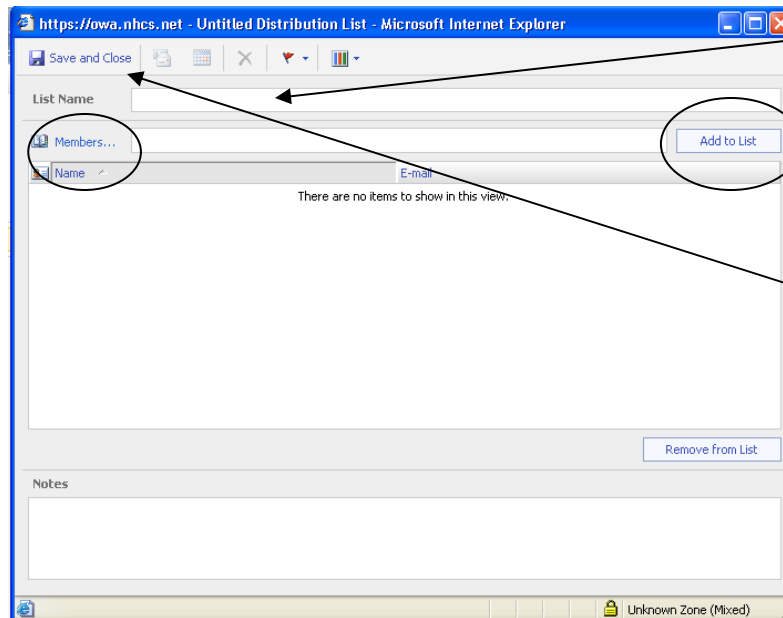


Creating a Distribution List



You may notice that when you click on the Book icon (Global Address Book on the top right)  or the Contacts button bar, that there are three choices: All, People and Distribution Lists. The *All* option will show all people and all Distribution Lists. The *People* option does not show the Distribution Lists. Distribution Lists are similar to the school mailing groups in GroupWise.

To create a new distribution list, click on the drop down arrow next to New and select Distribution List.



Type in a name for your distribution list.

Click on Members to open the Address Book and select your members.

Once you have selected all your members, click on Add to list.

Click on Save & Close.

The distribution list is now available in your Contacts folder.