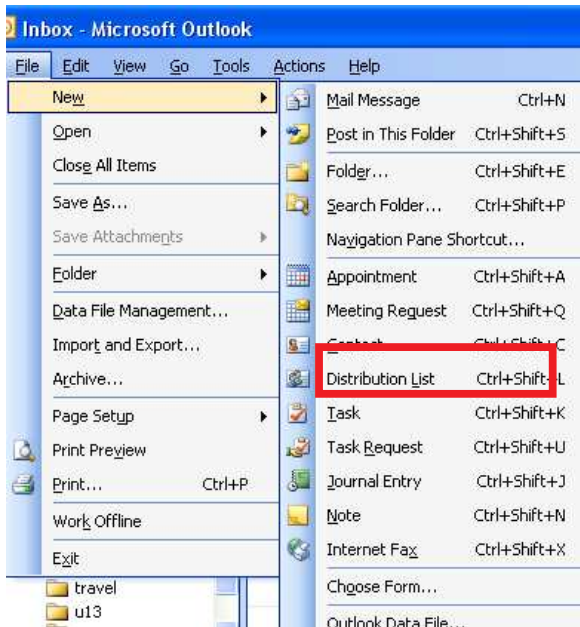
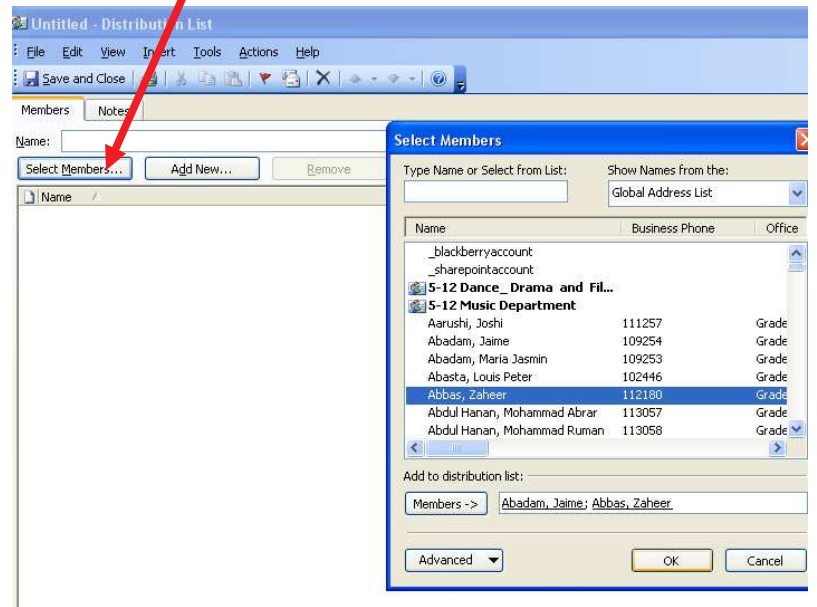


# Creating a Distribution List in Outlook



Add names

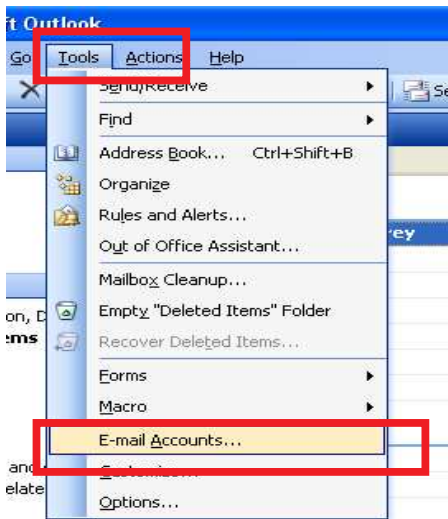


Name list



Save and Close





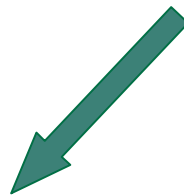
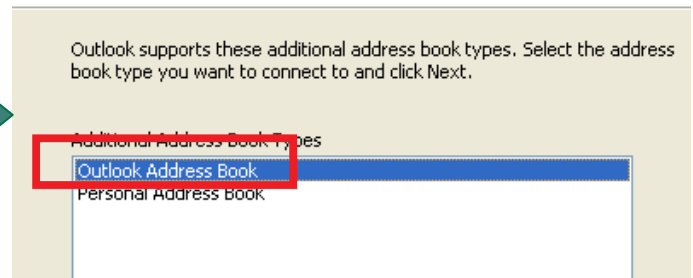
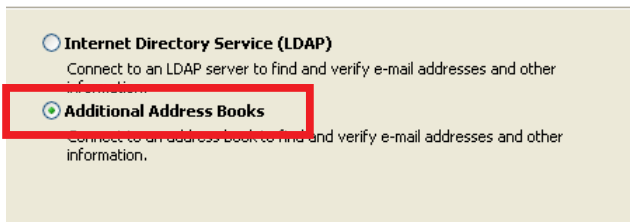
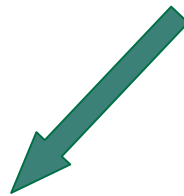
**This wizard will allow you to change the e-mail accounts and directories that Outlook uses.**

**E-mail**

- Add a new e-mail account
- View or change existing e-mail accounts

**Directory**

- Add a new directory or address book
- View or change existing directories or address books



**MUST RESTART OUTLOOK!**





**Restart Outlook.  
Create new message.  
Choose “To”  
Find new Contacts list.  
Choose.**

Name	Display Name	E-mail Address
_blackberryaccount		
_sharepointaccount		
5-12 Dance_Drama and Fil.		
5-12 Music Department		
Aarushi, Joshi		
Abadam, Jaime		
Abadam, Maria Jasmin		
Abasta, Louis Peter		
Abbas, Bakht		
Abdul Hanan, Mohammad Abrar		113057 Grade
Abdul Hanan, Mohammad Ruman		113058 Grade

**Your distribution list will appear.**

Name	Display Name	E-mail Address
Hockey Pool All	Hockey Pool All	
test 2	test 2	