Creating a Group List
Creating a Distribution List

1. Left click on Address Book
2. Left click on File and New Book...
Creating a Distribution List

1. Click OK
2. Type the name of the Address Book
3. Right click on Address Book (i.e. NHMS Staff)
Creating a Distribution List

Within an Address Book you have "Group"(s).

Left click on New Group

Type name of Group (i.e. NHMS Teachers)
Creating a Distribution List

1. Right click on Group Name (NHMS Teachers)
2. Left click on Details
Creating a Distribution List

1. Left click Add...
2. Type Last Name of the person to be added to the group.
Creating a Distribution List

Left click to highlight

Double click on users' name to select
Creating a Distribution List

Name appears under Selected:
(Schutta is member of the group - NHMS Teachers)

Type another user name (i.e. Madsen)
Creating a Distribution List

Double click on Madsen to select

Name appears under Selected: (Madsen is member of the group - NHMS Teachers)
Creating a Distribution List

To add a person to the Group, either type their name in the Look for: dialog box or Scroll through the list of names.

Double click on Richey to select

After all names have been added to the group click OK.
Creating a Distribution List

If you need to add a member(s) from your Group:
Select Address Book
Highlight Group to select
Right click on Group

Click OK
Creating a Distribution List

Right click on Details

Left click on Add...
Creating a Distribution List
Creating a Distribution List

- Double click to select
- Click OK button after all members of the group have been added
- Click OK button