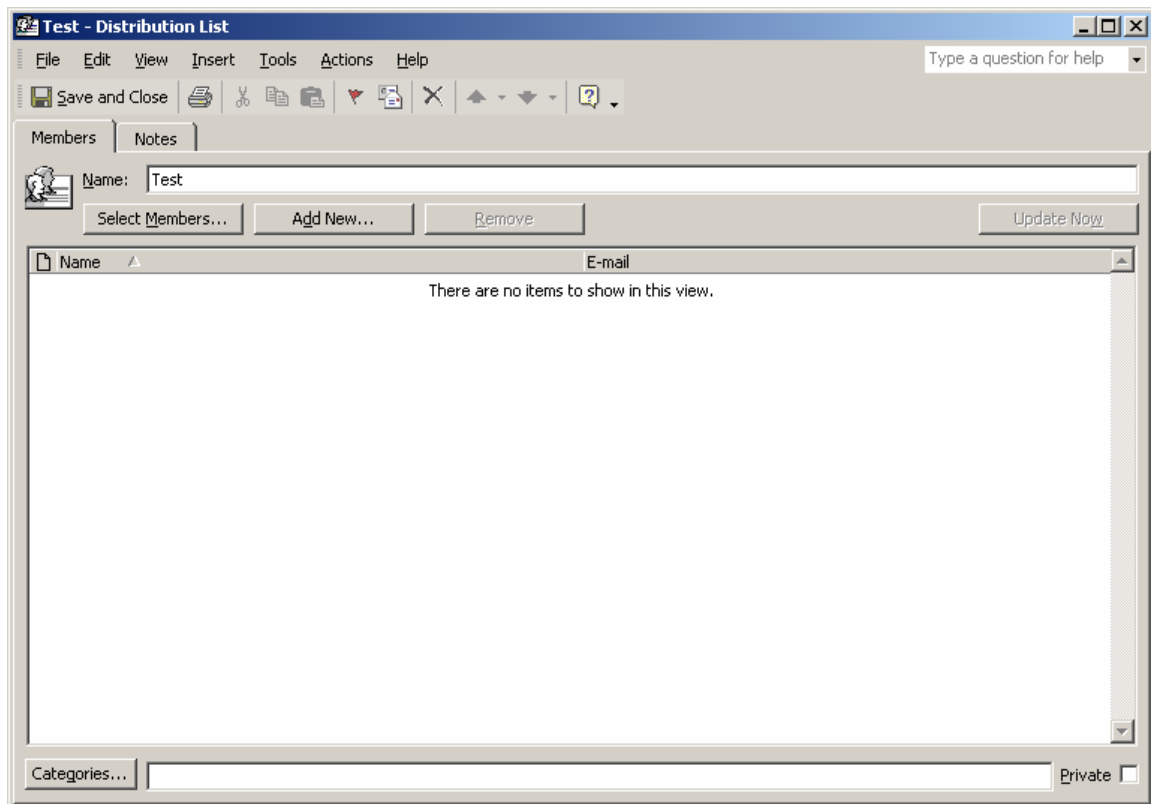


Outlook 2002 – Creating a Distribution List

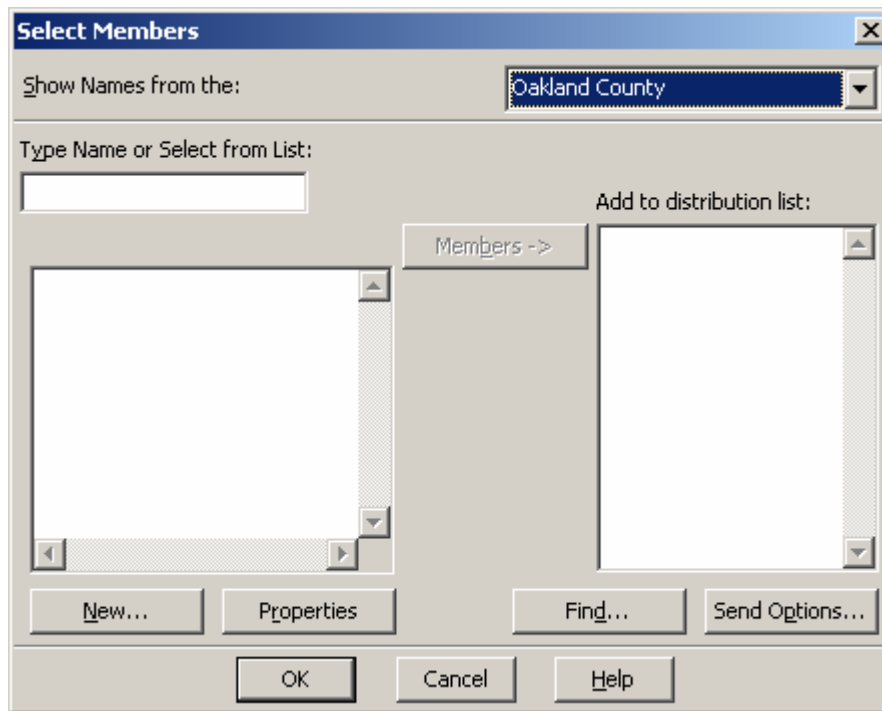
1. From **Outlook 2002**, click **File...New** from the menu bar.
2. Click **Distribution List**.
3. From the **Untitled-Distribution** dialog box, type a **name for the distribution list** in the **Name** text box.



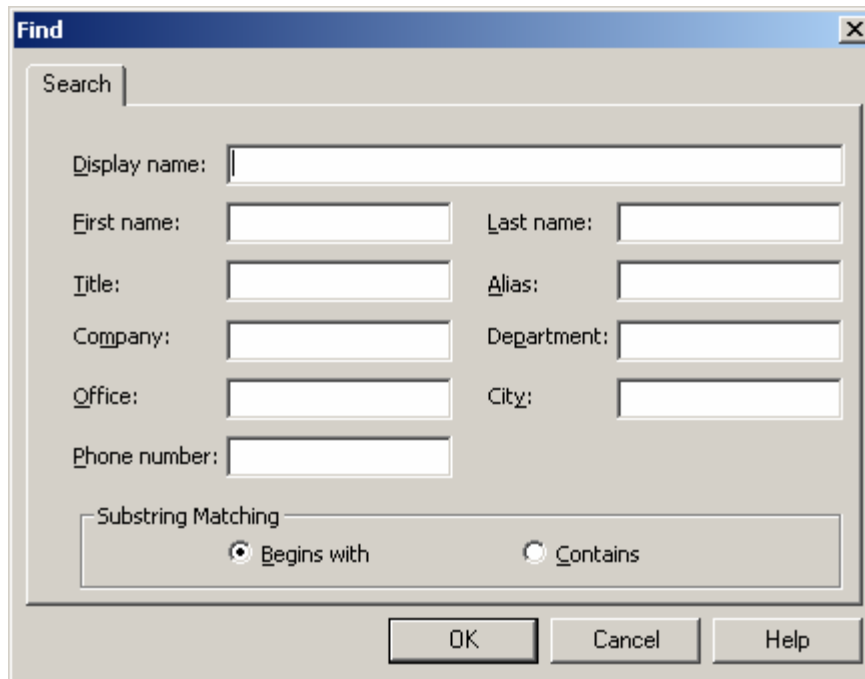
4. Click the **Select Members** button.
5. From the **Select Members - Show Names from the** dialog box, click **Oakland County** from the drop down menu.

NOTE: As stated in the Oakland County Electronic Communication Policy, employees are prohibited from sending countywide electronic communications to a large group (defined as 100 persons or more). If you need to send a message to more than 100 recipients, please email broadcast@oakgov.com.

Outlook 2002 – Creating a Distribution List



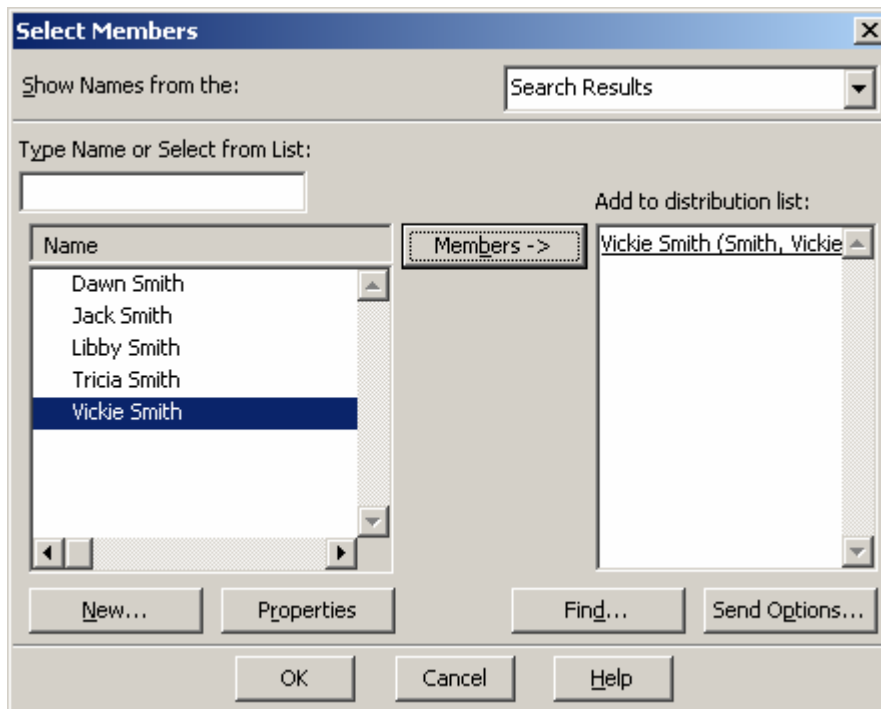
6. Click the **Find** button.
7. From the **Find** dialog box, type the **first or last name** in the **Display name** text box.



8. Click the **OK** button.

Outlook 2002 – Creating a Distribution List

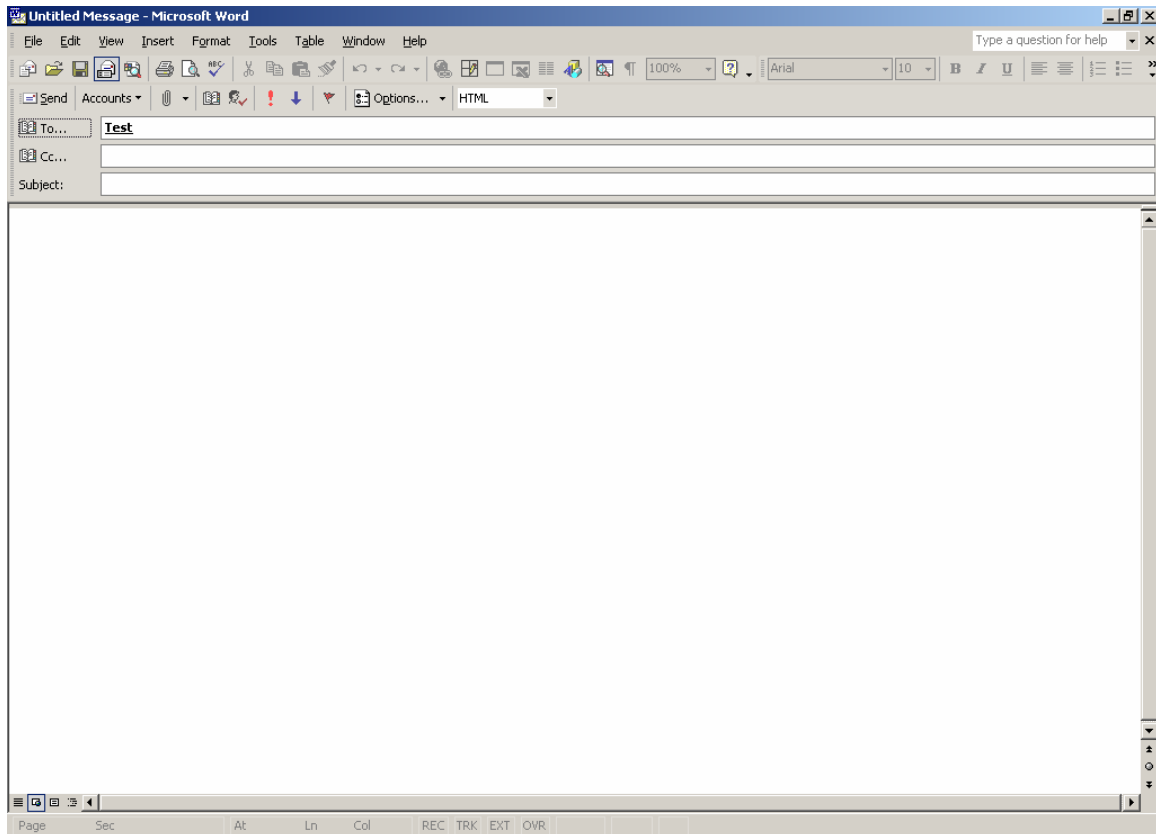
- From the **Select Members** dialog box, select the matching **Name** and click the **Members** button.



- Repeat steps #6 through #8, to complete adding users into the distribution list.
- From the **Select Members** dialog box, click the **OK** button.
- From the **Distribution List** dialog box, click the **Save and Close** button.

Outlook 2002 – Creating a Distribution List

Your distribution list is now ready to use. To send a message using your distribution list, simply type the name of the list in the **To** field.



If you have any problems creating a distribution list, please call the IT Service Center at (248) 858-8812.

xpdistlt.pdf
10/10/2006