

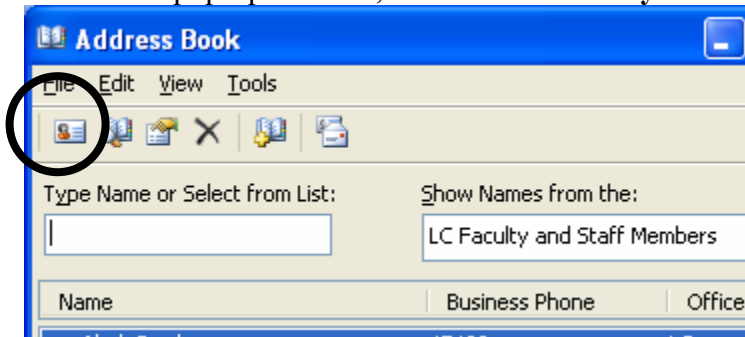
# Microsoft Outlook

## How to create an email group

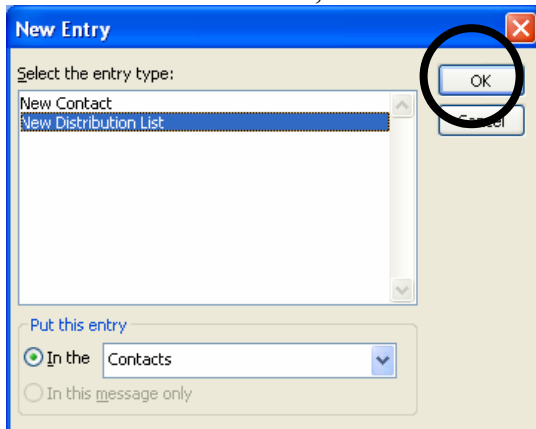
1. Open up your Outlook mail as usual.
2. Click the little **Address Book** icon up along the top toolbar:



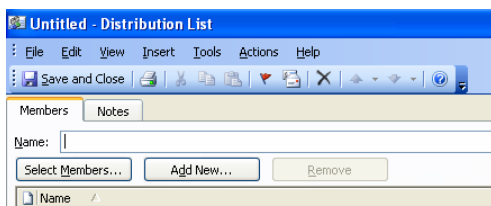
3. On this pop-up window, click the **New Entry** icon:



4. On the next window, select **New Distribution List** and then click **OK**.



5. In the space provided at the top, give your group a name. I suggest starting each email group with the number "1" in front (e.g. **1parent list** ) so all email groups you create will be located at the very beginning of your list of contacts (since 1 is alphabetized first before any letters....).
6. Then, click either the **Select Members** button (if you want to choose from MSDLT employees) or **Add New** button (if you are hand typing in email addresses).



7. When done entering, click **Save and Close**.