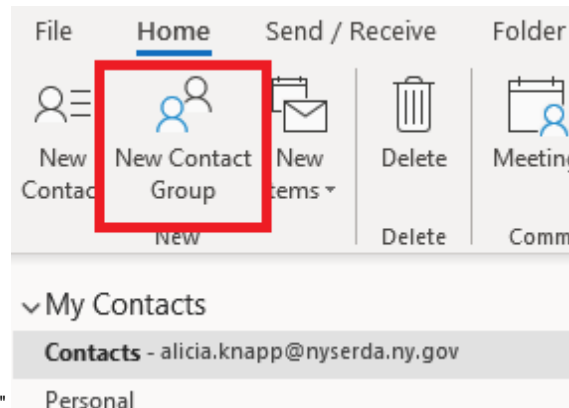
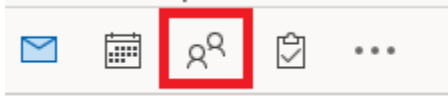


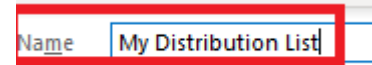
Outlook: Creating a Distribution List

Creating a Distribution List in Outlook

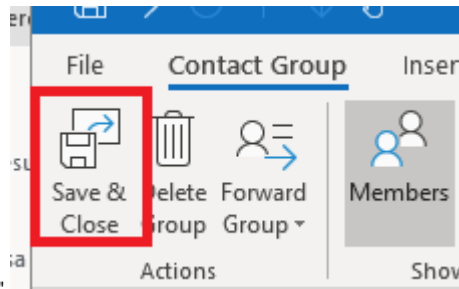
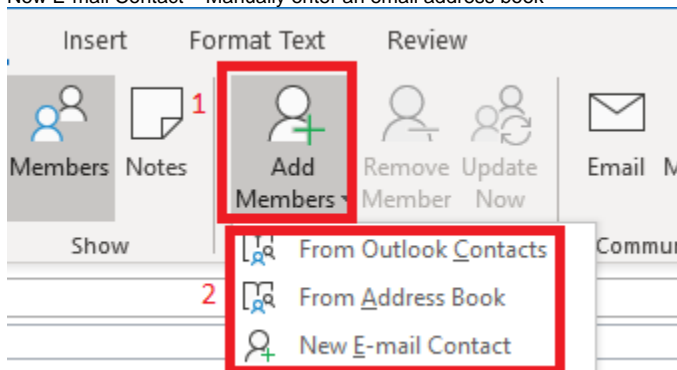
1. Click on the people icon at the bottom left hand corner of the Outlook application to enter into your personal contacts.



1. On the home tab select "New Contact Group"

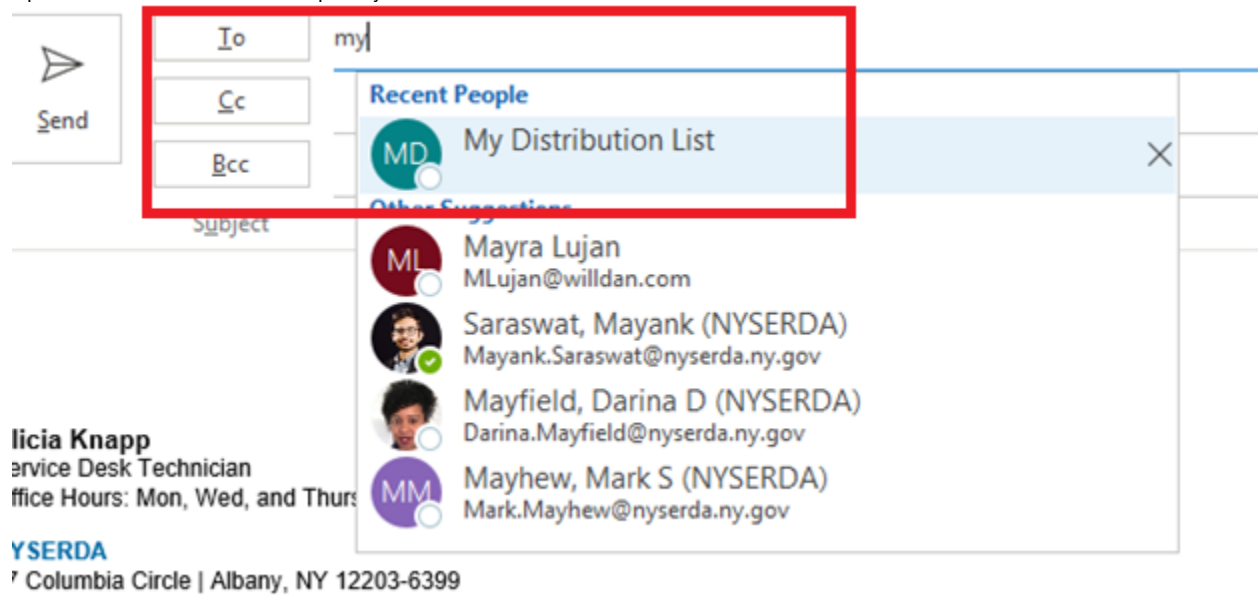


2. Create a name for your distribution list. In this case we'll use the name "My Distribution List"
3. Click the option to "Add Members" and then select the type of attendee you wish to add.
 - a. From Outlook Contacts – select from a person within your personal contacts
 - b. From Address Book – NYSERDA employees
 - c. New E-mail Contact – Manually enter an email address book



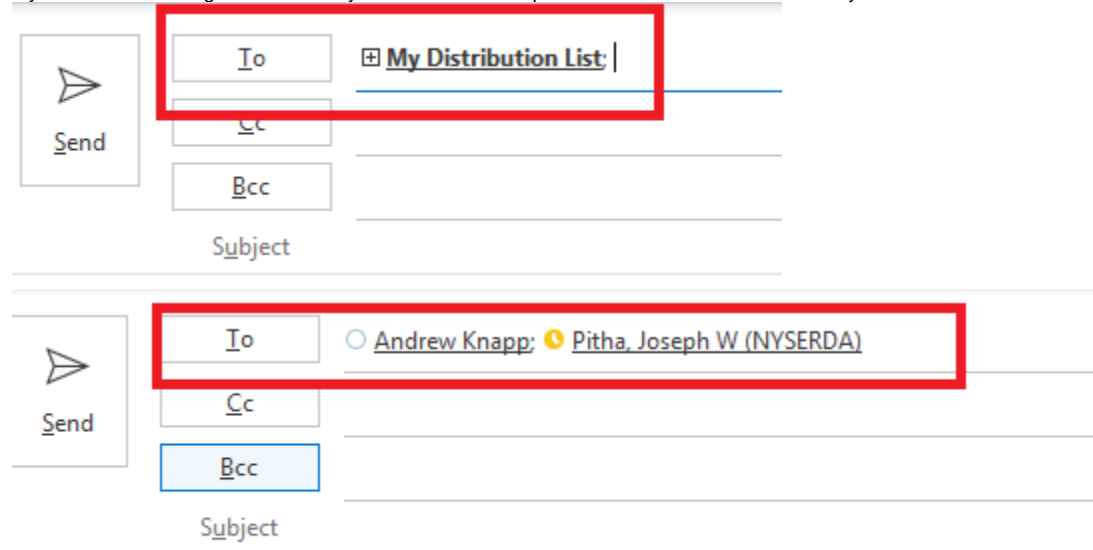
4. Select "Save & Close"

5. Open a new email in the "To" field put in your distribution list.



The screenshot shows an email composition window. On the left, there is a 'Send' button with a paper plane icon. Below it, the name 'licia Knapp' is displayed, followed by 'ervice Desk Technician' and 'ffice Hours: Mon, Wed, and Thurs'. Below that is the 'YSERDA' logo and the address '7 Columbia Circle | Albany, NY 12203-6399'. The main area shows the 'To' field with the text 'myl'. A dropdown menu is open, showing 'Recent People' with a list of contacts: 'My Distribution List' (highlighted), 'Mayra Lujan' (MLujan@willdan.com), 'Saraswat, Mayank (NYSERDA)' (Mayank.Saraswat@nyserda.ny.gov), 'Mayfield, Darina D (NYSERDA)' (Darina.Mayfield@nyserda.ny.gov), and 'Mayhew, Mark S (NYSERDA)' (Mark.Mayhew@nyserda.ny.gov). The 'Subject' field is empty.

6. If you click on the + sign on the name you will see that it expands to show all the names within your distribution list.



The first screenshot shows the 'To' field with the text 'My Distribution List'. A dropdown menu is open, showing 'Recent People' with a list of contacts: 'My Distribution List' (highlighted), 'Mayra Lujan' (MLujan@willdan.com), 'Saraswat, Mayank (NYSERDA)' (Mayank.Saraswat@nyserda.ny.gov), 'Mayfield, Darina D (NYSERDA)' (Darina.Mayfield@nyserda.ny.gov), and 'Mayhew, Mark S (NYSERDA)' (Mark.Mayhew@nyserda.ny.gov). The 'Subject' field is empty.

The second screenshot shows the 'To' field with the text 'Andrew Knapp: Pitha, Joseph W (NYSERDA)'. A dropdown menu is open, showing 'Recent People' with a list of contacts: 'My Distribution List' (highlighted), 'Mayra Lujan' (MLujan@willdan.com), 'Saraswat, Mayank (NYSERDA)' (Mayank.Saraswat@nyserda.ny.gov), 'Mayfield, Darina D (NYSERDA)' (Darina.Mayfield@nyserda.ny.gov), and 'Mayhew, Mark S (NYSERDA)' (Mark.Mayhew@nyserda.ny.gov). The 'Subject' field is empty.


Send

To

Cc

Bcc

Subject

 [Andrew Knapp](#);  [Pitha, Joseph W \(NYSERDA\)](#)
