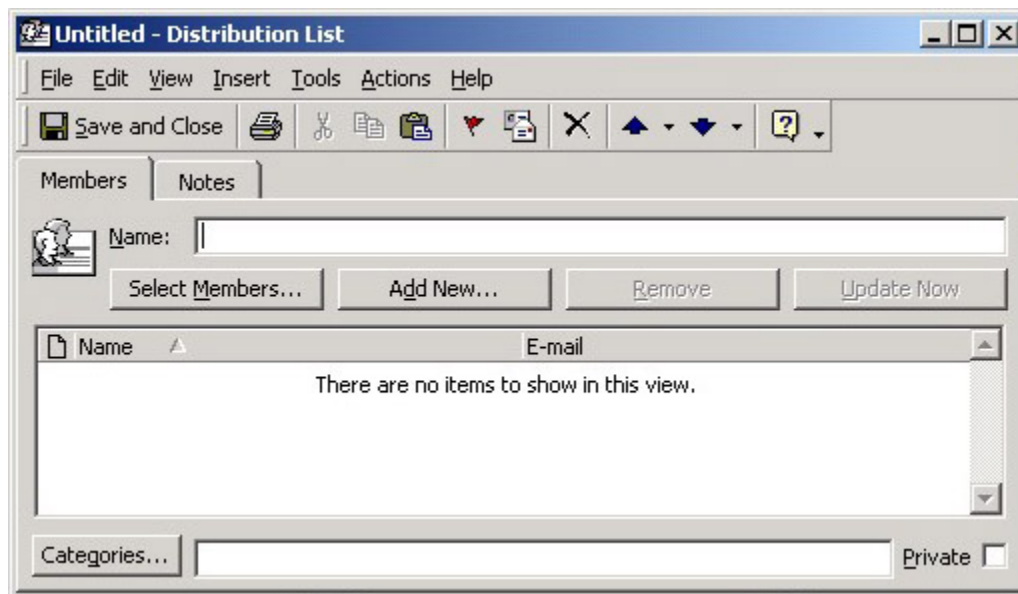


## How to Create A Distribution List

A Personal Distribution List is a collection of contacts. It provides an easy way to send messages to a group of people. For example, if you frequently send messages to every TABCO member in your school, you can create a distribution list that contains the names of all its members. A message sent to this distribution list goes to all recipients listed in it. Recipients see their own names and the names of all other recipients on the "To" line of the message, instead of seeing the names on the distribution list.

In the **File** menu, point to **New**, and then click **Distribution List**.



Type in **TABCO Members**. The distribution list is saved in your **Contacts folder** by the name you give it.

To add members to your list, click **Select Members** to add names already in your contact list or the BCPS address list, or choose **Add New** to add names of non-BCPS addresses not in your contact list.

When finished click **Save and Close**.

To access the distribution list for an email, click **To** and choose **Find Names In**. Look in your **Contacts** and choose the name of the distribution list you want to send your email.