

# Contact Group (Distribution List) in Outlook 2010

A contact group (i.e. distribution list) is a collection of contacts (contact: Person, inside or outside of your organization, about whom you can save several types of information, such as street and e-mail addresses, telephone and fax numbers, and Web page URLs.). It provides an easy way to send e-mail messages to a group of people. A message sent to this distribution list goes to all recipients listed in the distribution list. You can include distribution lists in messages, task requests, meeting requests, and even in other distribution lists.

1. Click on the **New Items** drop-down arrow.

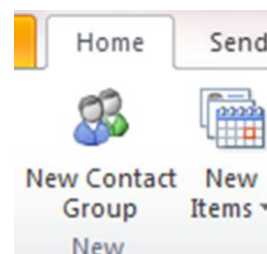
2. Select **More Items**

3. **Select Contact Group.**

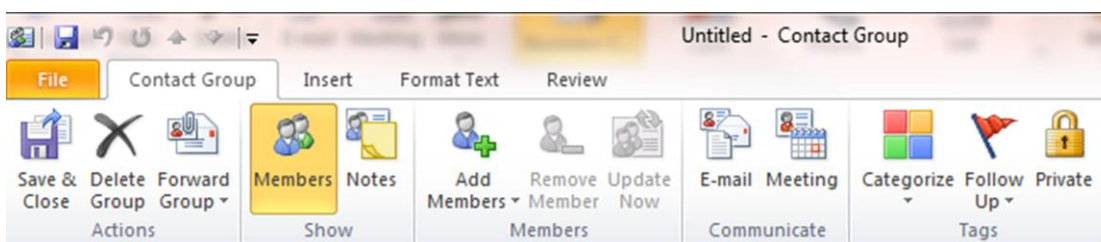
OR

1. Click on the **Contacts** navigation button (bottom left).

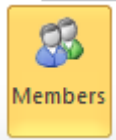
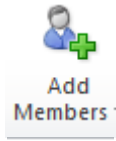
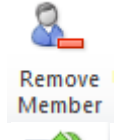
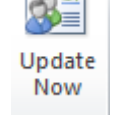
2. On the **Home** tab, select **New Contact Group**.



The Contact Group dialog box will appear.

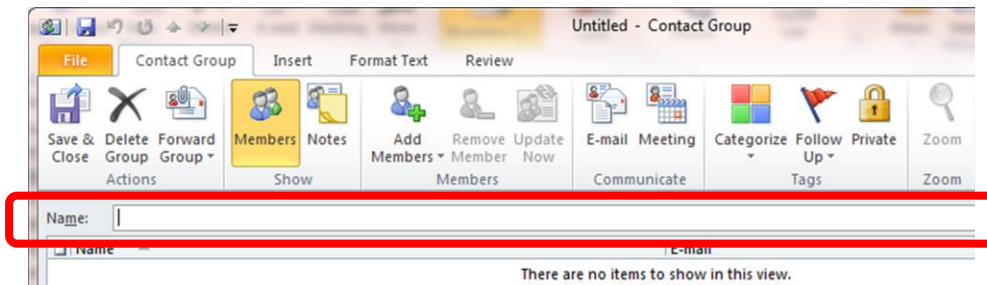


## Contact Group Options

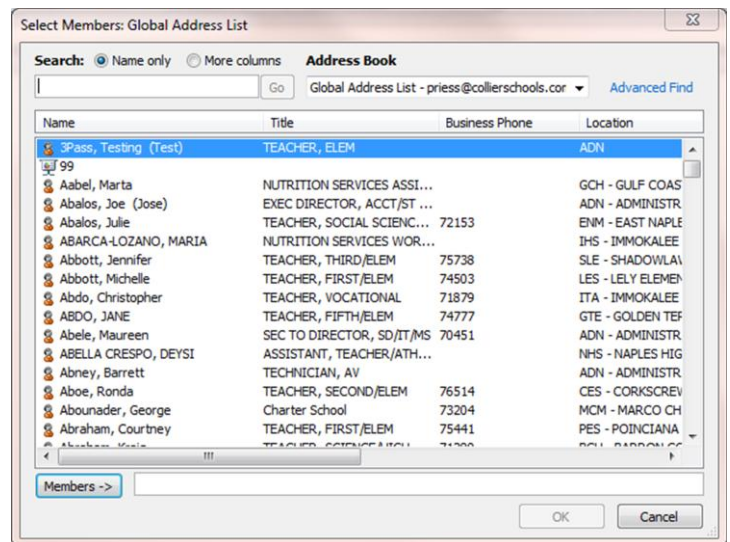
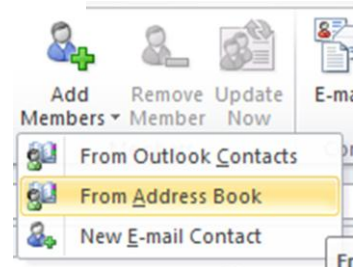
<i>Option</i>	<i>Description</i>
	Shows the Members that are in the distribution list. Also shows the members page, in which you can edit members of this distribution list.
	Adds an email address to the distribution list.
	Removes a member from the distribution list.
	Updates any distribution list member added from the address book with current information.

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## Create a Contact Group (Distribution List)



3. In the Name: field, assign the personal Distribution List a name.
4. Click on **Add Members** command in the Members group and select the people you want to add from your Outlook Contacts, Global Address Book, or Create New Email Contact. (**select Address Book**)
5. The Select Members: Global Address List opens. Locate the names you wish to add to your personal distribution list and double-click to add them to the Members field.
6. When all names are added click **OK**.



## To add a member that is NOT listed in the Global Address Book

1. Click the **Add Members** command in the Member group and select New Email Contact.
2. The Add New Member dialog box will appear.
3. In the Display Name: field, type the members name.
4. In the E-mail Address: field, type the members email address.
5. Click OK.

