

Outlook – Creating a Distribution List

A **Distribution List** is a named collection of e-mail addresses saved as a single entry in the Contacts folder. When an e-mail is addressed using the name of the distribution list, the email will be sent to all of those addresses contained in the distribution list.

For example, you could have a distribution list named “Special Committee” containing the email addresses of the 20 members of that committee. When you create an e-mail and address it to “Special Committee”, it will be sent to all 20 members whose e-mail addresses are contained in that distribution list.

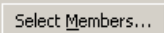
Creating a distribution list is easy:

1. Name the list.
2. Add email addresses by selecting from an existing source or manually entering them.
3. Save and exit.

Distribution lists are stored in the **Contacts** folder. They are easily identified by the icon of two people’s heads to the left of the distribution list name.

Special Committee 

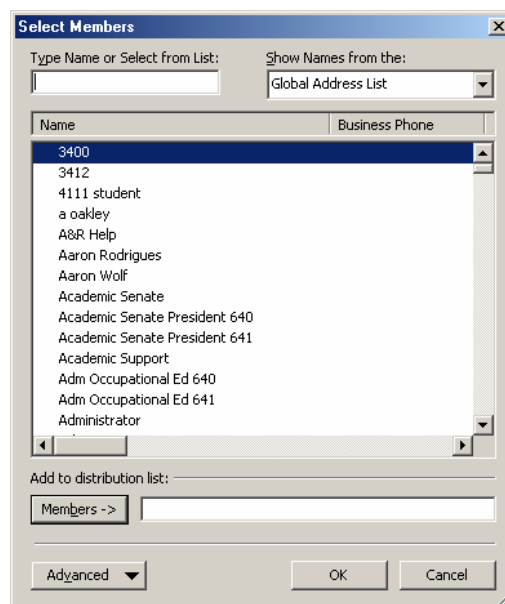
Creating a Distribution List

1. Launch **Outlook**.
2. From Outlook’s menu bar, select **File > New > Distribution List**.
The Distribution List dialog will appear.
3. In the Name field, **type a unique name** for your distribution list.
4. Click the **“Select Members...”** button. 
The Select Members dialog will appear.

TIP! Faculty should use Course Studio
Rather than manually creating distribution lists of students in their classes, instructors are encouraged to use the E-mail tool in Course Studio.

5. Select members using any of the following techniques:

- Select from list
 - a. If necessary, change the **“Show Names from the”** field to reflect the address list you wish to search. (i.e. *“Global Address List”* for all Cuesta employees, *“Contacts”* for your personal entries, *“All Email Lists”* for pre-designed lists, etc.)
 - b. Type a name in the **“Type Name...”** field. *As you type, the name may appear highlighted in the list below.*
 - c. Press the **[Enter]** key to select the highlighted name. *The name will appear in the “Add to distribution list” field below.*
 - d. Repeat previous steps (a-c) as necessary.
- Manually enter
 - a. Type the complete e-mail address in the “Add to distribution list” field, separating e-mail addresses with semicolons (;).



6. Click the **“OK”** button.
The Distribution List dialog will appear with the e-mail addresses listed.
7. Click the **“Save and close”** button.

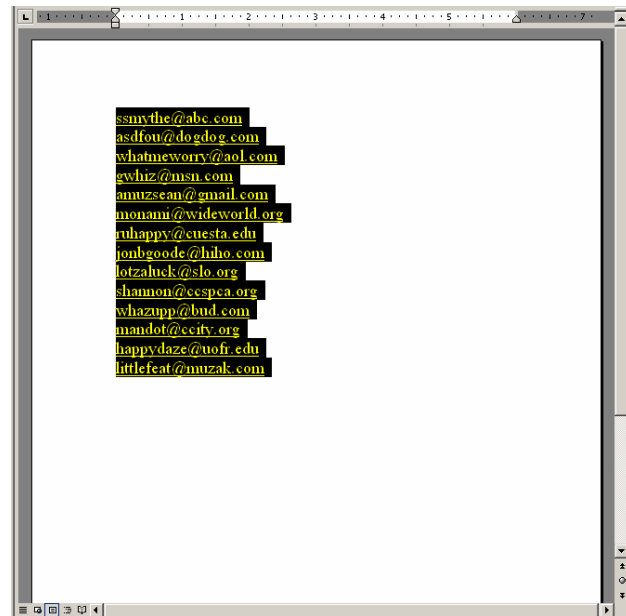
Creating a Distribution List from an External List


A distribution list can be easily created from an existing list of e-mail addresses from a Word document or an Excel worksheet. If in Word, each address must occupy a separate line (“paragraph”) without any other information. In Excel, each address must occupy a separate cell. (See examples below)

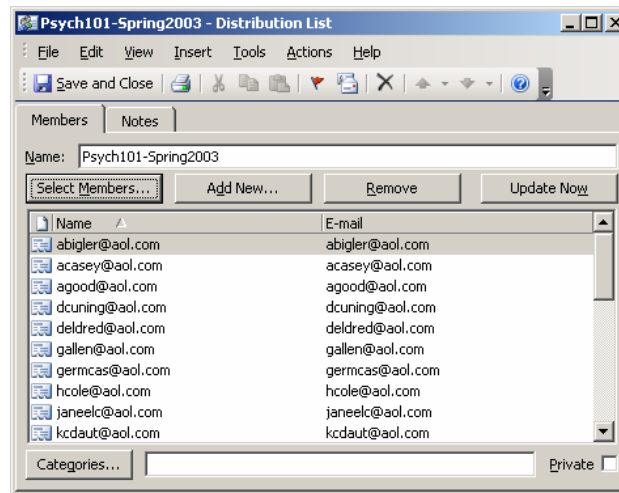
1. Open the document containing the list of e-mail addresses.
2. Select all of the e-mail addresses.

	M	N
E	E-MAIL ADDRESS	
999	rsmith@aol.com	
999	malex@aol.com	
999	gallen@aol.com	
999	abigler@aol.com	
999	rebbust@aol.com	
999	janeelc@aol.com	
999	acasey@aol.com	
999	germcas@aol.com	
999	pse@aol.com	
999	pcodornia@aol.com	
999	hcole@aol.com	
999	wendymc@aol.com	
999	kcroz@aol.com	
999	dcuning@aol.com	
999	marydakin@aol.com	
999	kcdaut@aol.com	
999	deldred@aol.com	
999	lfore@aol.com	
999	rebgalvez@aol.com	
999	lgarr@aol.com	
999	agood@aol.com	
999	khamers@aol.com	
999	rherrera@aol.com	
999	rhodge@aol.com	
999	miackson@aol.com	

Excel



3. Copy the selected e-mail addresses by pressing **[Ctrl]-[C]**.
4. Launch **Outlook**.
5. From Outlook’s menu bar, select **File > New > Distribution List**.
The Distribution List dialog will appear.
6. In the Name field, **type a unique name** for your distribution list.
7. Click the “**Select Members...**” button. 
The Select Members dialog will appear.
8. Click once in the “**Add to distribution list**” field.
The blinking insertion point will appear in the “Add to distribution list” field.
9. Paste the copied e-mail addresses by pressing **[Ctrl]-[V]**.
The copied addresses will appear in the “Add to distribution list” field.
10. Click the “**OK**” button.
The Distribution List dialog will appear with the student e-mail addresses listed.



11. Click the **"Save and Close"** button.
The Distribution List dialog will close.

Using a Distribution List

1. Create a **new e-mail** in Outlook.
2. In the "To", "CC" or "BCC" field, type the name of the distribution list. (See *"Tip..." in box on the right.*)
3. Complete the rest of the e-mail as desired.
When you send the e-mail, it will be delivered to all of those e-mail addresses associated with the one distribution list!

TIP! Hide Names in E-mail Header

Protect your e-mail recipients by preventing others from seeing their e-mail addresses. Rather than placing the distribution list in the To: section where other recipients can view it, put the distribution list in the "BCC" (blind courtesy copy) field. Entries in the BCC field are hidden from recipients.

NOTE: If the BCC field does not appear in the address section of the e-mail, from the menu bar select **View > Bcc Field**.