Address Using Distribution Lists

A Distribution List (formerly “email list”) is a collection of Cuesta e-mail addresses, associated with a single name. Addressing an e-mail using a distribution list permits easily sending to everyone whose address is part of that list.

A single employee is responsible for maintaining a distribution list. This assures that the list will be up-to-date, containing only relevant addresses.

How to Select a Distribution List
Typically when composing a new e-mail, simply typing the name of a previously-used distribution list in one of the e-mail’s address fields (To, CC, or BCC) will automatically cause the correct name to appear. Once the distribution list name is in an address field, finish composing the e-mail and then send.

Outlook users who wish to search for a distribution list can perform the following:

1. Create a new Mail Message in Outlook.
   The mail message window will appear.

2. Click on the appropriate address field button (To, Cc, or Bcc).
   The Select Names dialog will appear.
3. Select **All Distribution Lists** from the Address Book dropdown list.
4. Select the desired distribution list.

5. Click the appropriate address field button (To, Cc, or Bcc).
6. Click **OK**.

Finish composing the e-mail and then send when ready.
How to Exclude Addresses From a Distribution List

1. Enter a distribution list in a new e-mail’s address field, following the directions above.
2. Click the plus sign (+) preceding the distribution list name.

   A confirmation dialog will appear.

3. Click **OK**.
   
   The user names associated with that list will appear.

4. Select the name(s) you wish to exclude and press the **[Delete]** key.

   Finish composing the e-mail and then send when ready.