

## How to create a distribution group in Outlook 2010

1. On the Home Page, click Address Book to open your Address Book(right side of ribbon).
2. Click the down arrow underneath the bolded **Address Book** (will probably say Global Address List), and then select Contacts.
3. Select File on the menu(top left), click New Entry.
4. Under Select the entry type, click New Contact Group.
5. Under Put this Entry, click In The Contacts. ...
6. Click OK.
7. Name the distribution group
8. Click add members icon from the ribbon and select the appropriate option
  1. (new Mail contact will be anyone from outside sisd)
9. Save and Close

## To Send to your distribution group

1. New Email
2. Click on the "To" button
3. Click the down arrow underneath the bolded **Address Book** (will probably say Global Address List), and then select Contacts.
4. Highlight the distribution group and select "To"