Creating Distribution Lists Using Microsoft Outlook or Outlook Express

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To create a distribution list in *Microsoft Outlook*:

Open *Microsoft Outlook*, click **Tools** along the command bar, followed by **Address Book**.

After the Address Book content panel pops up, click **File** along the command bar, followed by **New Entry**.

Select **Distribution List** and click **OK**.
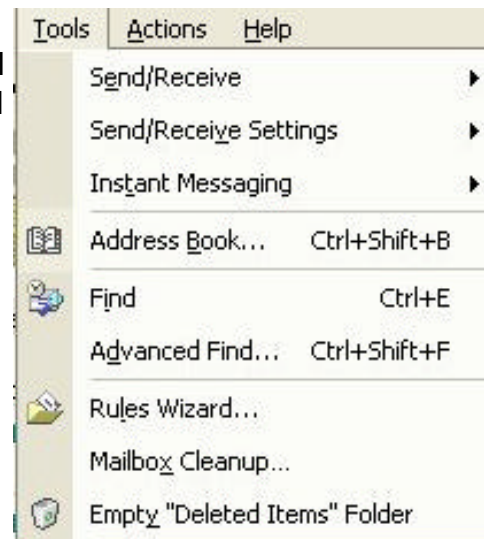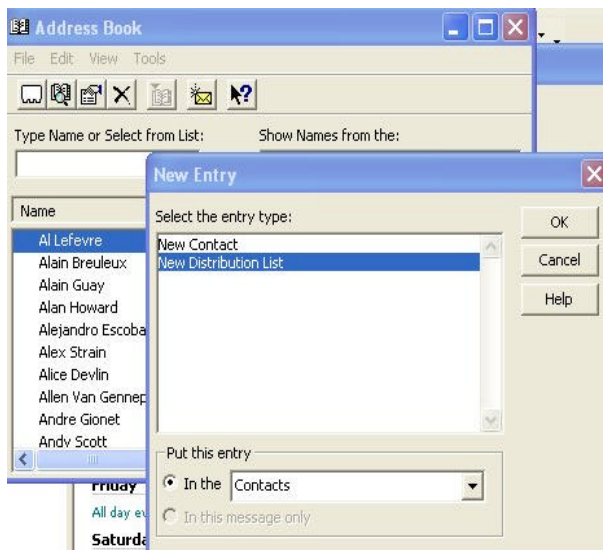
The **Distribution List** entry panel will appear. Find the white text box labeled **Name**.

Type in **REMS Laptop Project Mailing List**.

Type in **REMS Laptop Project Mailing List** here.
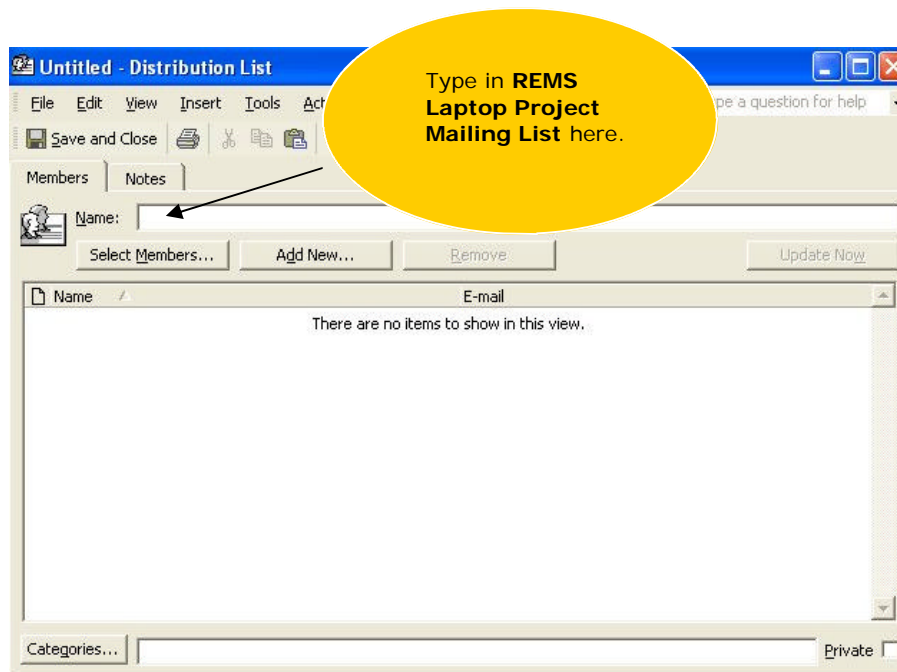
Click the **Add New…** button below the **Name** text box.

Type in your name and e-mail address in the appropriate text boxes.

Be sure to check the **Add to Contacts** radio button.

Type in Names & E-Mail Addresses here.
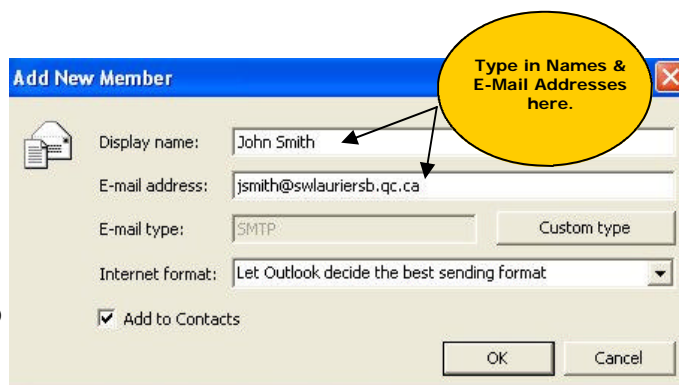
Continue to **Add New Members** until you have entered all the **REMS Laptop Project Mailing List** members contained below.

Members

Heather Halman	hhalman@swlauriersb.qc.ca
Peter Bilodeau	pbilodeau@swlauriersb.qc.ca
Gerry Robillard	grobillard@swlauriersb.qc.ca
Barry Hannah	bhannah@swlauriersb.qc.ca
Effie Maniatis	emaniatis@swlauriersb.qc.ca

Members (continued)

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Tina Korb	gkorb@sympatico.ca
Kathy Bjornson	KathyBjornson@hotmail.com
Natalie Lafleur	
Linda Deragon	lderagon@videotron.ca
Ann Cohen	acohen@swlauriersb.qc.ca
Jean-Guy Messier	jgmessier@swlauriersb.qc.ca
Allen Van Gennep	avangennep@swlauriersb.qc.ca
Robin Bennett	rbennett@swlauriersb.qc.ca
Ann Saftich	asaftich@ca.ibm.com
Jason Dunk	jdunk@ca.ibm.com

If you notice, Natalie's e-mail address is blank because it "bounced" during a recent mailing, i.e., her address is no longer valid. When I receive Natalie's new address, it will have to be added to the existing list.

To add a new name to your distribution list while creating a new message, simply click the "**To**" button in your **New Message** panel.

The **Select Names** context panel will pop up. Type in **REMS**. Click once on the distribution list and then on the **Properties** button at the bottom.

The **Properties** button will return you to your Distribution List.

Click the **Add New...** button and enter the new name and e-mail address.

To create a distribution list in *Microsoft Outlook* Express:
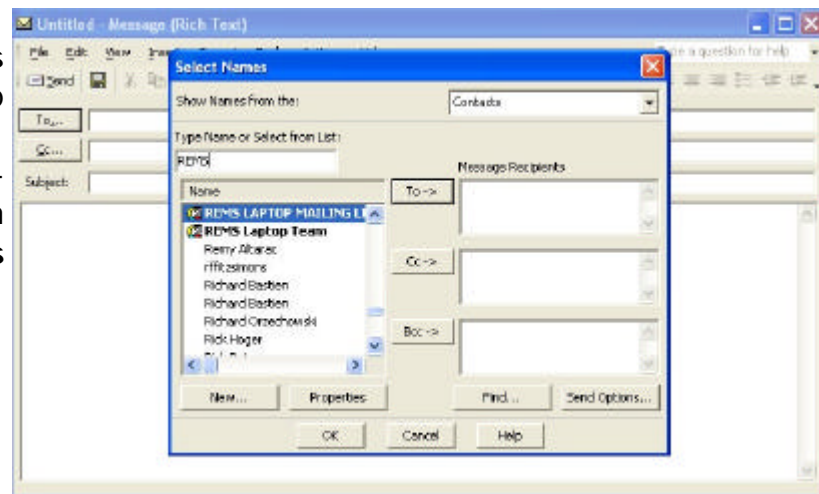
Open *Microsoft Outlook Express*, click **Addresses** along the command bar. The **Address Book** context panel will open.

Click **File**, followed by **New Group**.

Type in your Group name — **REMS Laptop Project Mailing List**.

Using the Members' list contained on pages 2 & 3, type in each member's name and e-mail address in the appropriate text boxes at the bottom of the panel. As you compete one, click the **Add** button to go to the next.

Should you wish to add a member, follow the same procedure as in *Microsoft Outlook*.