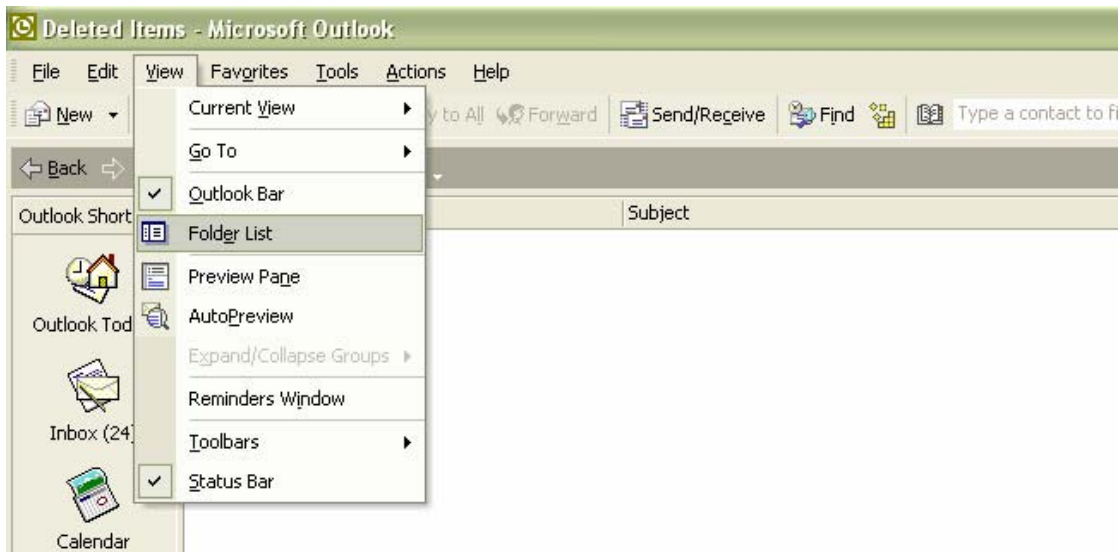


# Building Student Email Distribution Lists Using Microsoft Office XP / Outlook 2002

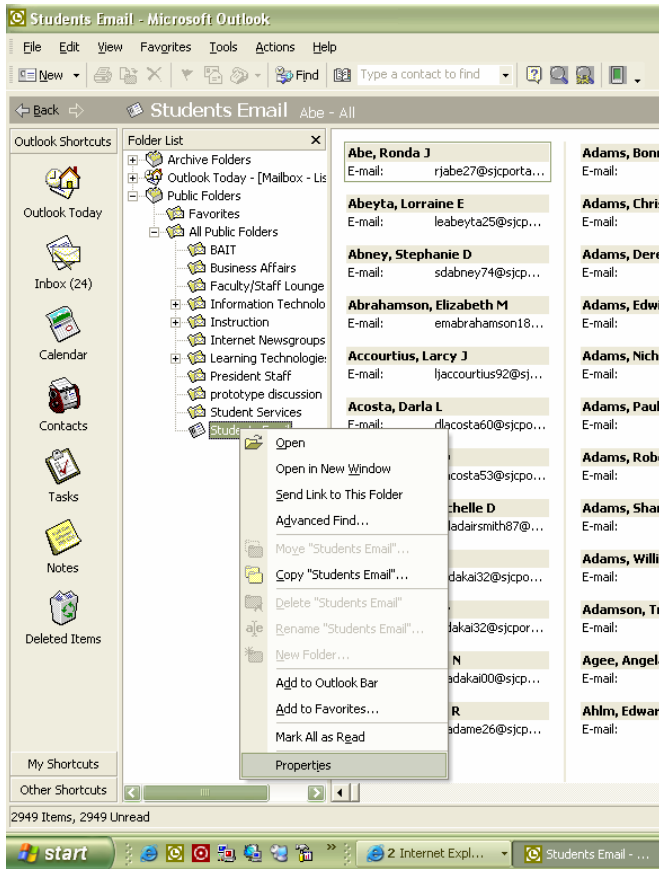
## STEP 1

Open Outlook

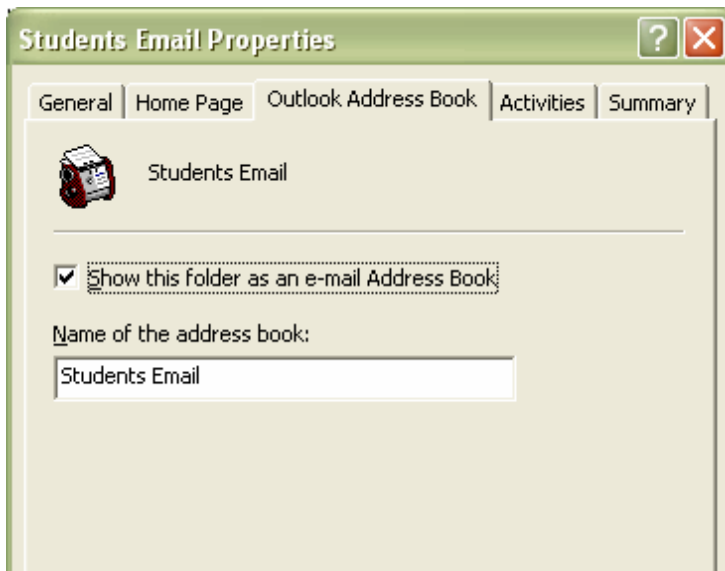
Click on View from the menu bar and select Folder List.



From the **Folders List**, click on the plus sign next to **Public Folders** to expand it then click on the plus sign next to **All Public Folders** to expand it as well. You should see a Contacts Folder called **Students Email** as the last item listed under **All Public Folders**. Right-click on **Students Email** and select **Properties**.



From the Students Email Properties window, click on the Outlook Address book tab then check the box next to **Show this folder as an e-mail Address Book** and click Ok.

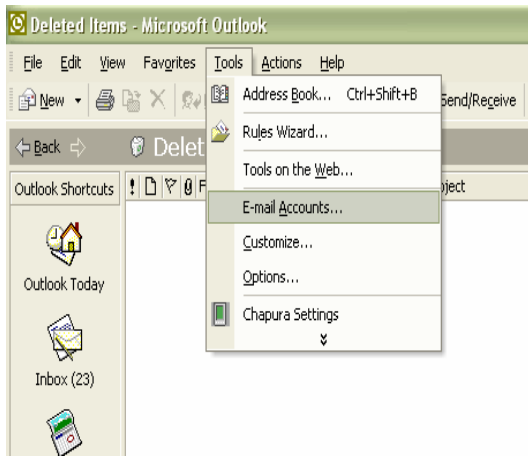


You should be back at Outlook.

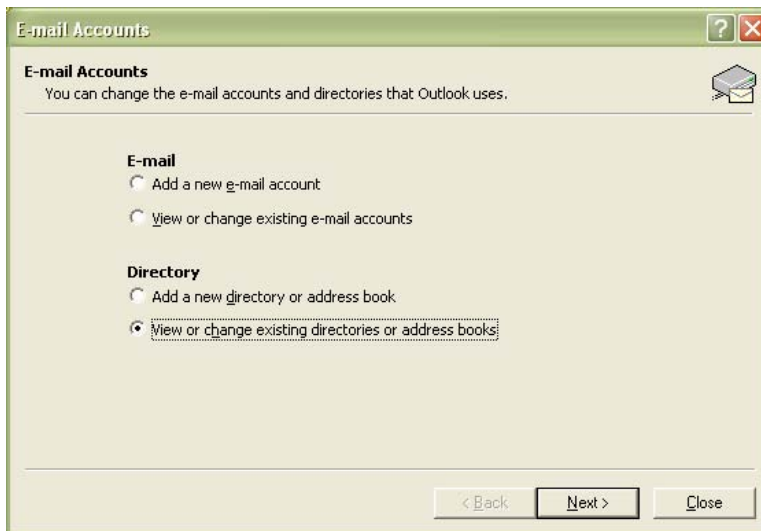
## STEP 2

Open Outlook

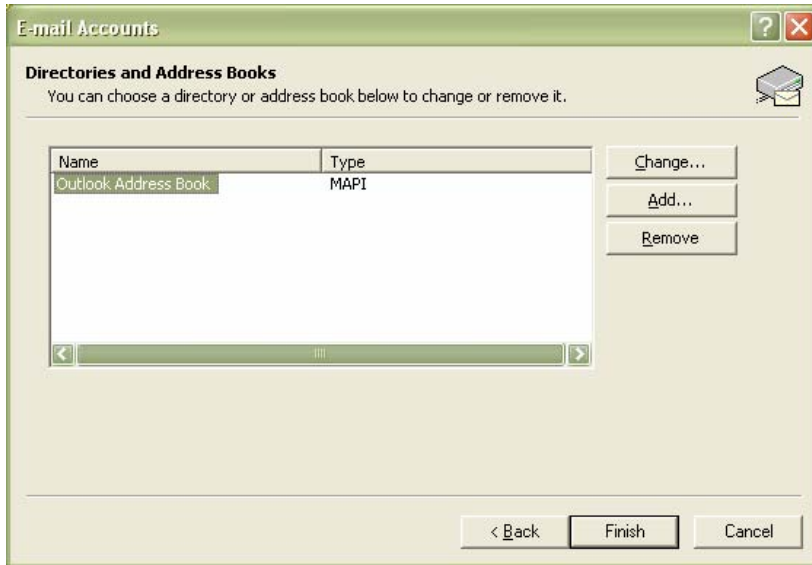
Click on Tools from the menu bar and select E-mail Accounts.



From the E-mail Accounts window, select **View or change existing directories or address books** then click **Next**.



From the Directories and Address Books window, select **Outlook Address Book** under Name and click on the **Change** button.



From the Microsoft Outlook Address Book window, highlight **Students Email: Public Folders** and select **File As (Smith, John)** from under Show names by and click **Close**.



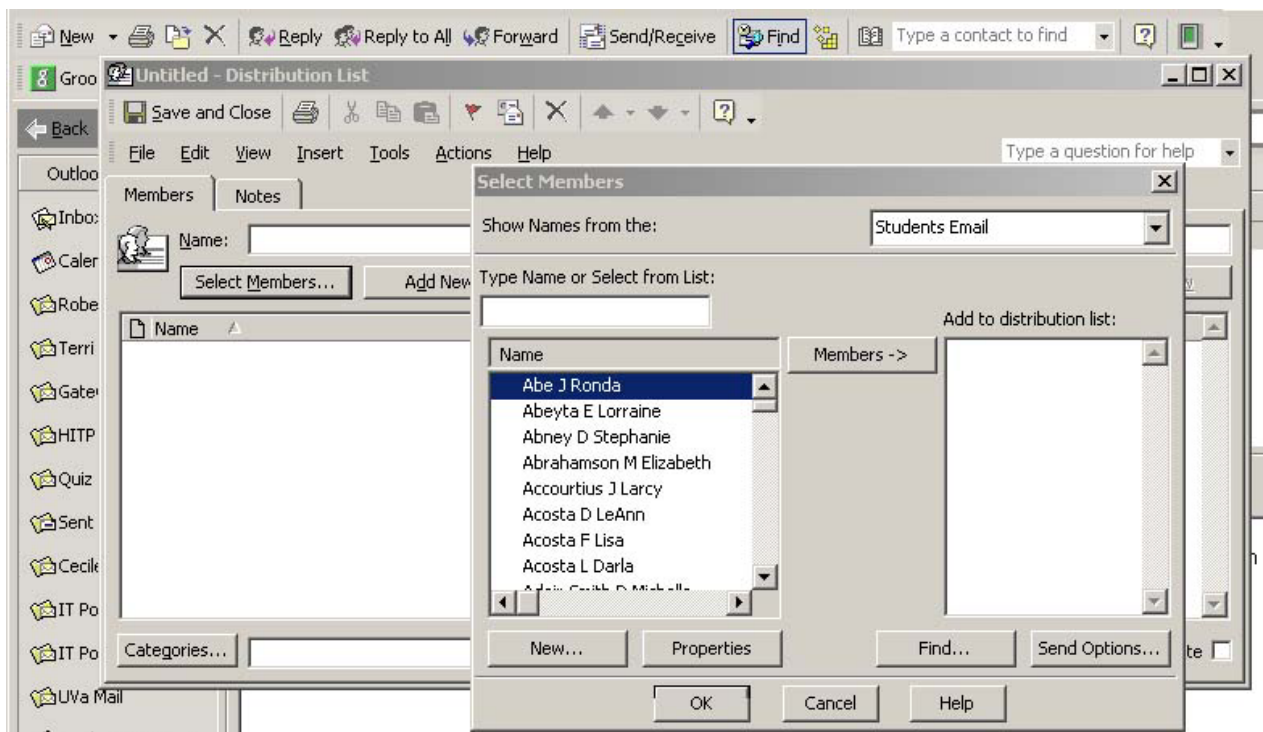
Click **Finish** from the Directories and Address Books window.

You should be back at Outlook.

Close Outlook and come back in for the changes to take effect.

### STEP 3 Create a distribution list using names in the Student Address Book

1. On the **File** menu, point to **New**, and then click **Distribution List**.
2. In the **Name** box, type a name.
3. Click **Select Members**.
4. In the **Show names from the** list, click the Student Email address book that contains the e-mail addresses you want in your distribution list.
5. In the **Type name or select from list** box, type a name you want to include. In the list below, select the name, and then click **Members**. Do this for each person you want to add to the distribution list, and then click **OK**.



If you want to add a longer description of the distribution list, click the **Notes** tab, and then type the text.

The distribution list is saved in your **Contacts** folder by the name you give it.

