




Create a distribution list in Outlook 2007

Create a distribution list by using names in the Address Book

1. On the **File** menu, point to **New**, and then click **Distribution List**
2. In the **Name** box, type a name
3. On the **Distribution List** tab, click **Select Members**
4. In the **Address Book** drop-down list, click the address book that contains the e-mail addresses you want in your distribution list
5. In the **Search** box, type a name that you want to include. In the list below, click the name, and then click **Members**. Do this for each person whom you want to add to the distribution list, and then click **OK**

NOTE: If you want to add a longer description of the distribution list, on the **Distribution List** tab, click **Notes**, and then type the text. The distribution list is saved in your **Contacts** folder by the name that you give it.

Create a distribution list by copying names from an e-mail message

1. In the e-mail message that you want to copy the names from, select the names in the **To or Cc** box.
2. Right-click your selection, and then click **Copy** on the shortcut menu
3. Click the **Microsoft Office Button** , and under **Create New Outlook Item**, click **Distribution list**
4. On the **Distribution List** tab, in the **Members** group, click **Select Members**
5. At the bottom of the **Select Members** dialog box, in the **Members** box, right-click and then click **Paste** on the shortcut menu

NOTE: A member does not need to be in your Address Book in order to be added to the distribution list. The member's name and e-mail address will be included when you copy and paste from the original e-mail message.

6. Click **OK**
7. In the **Name** box, type a name for the distribution list
8. On the **Distribution List** tab, in the **Actions** group, click **Save & Close**

Add or delete a name in a distribution list

In your **Contacts** folder, open the distribution list, and do one or more of the following:

NOTE: In list views, distribution lists are marked with this icon 

Add an address from an address book or a contacts folder

1. On the **Distribution List** tab, click **Select Members**
2. In the **Address Book** drop-down list, click the address book that contains the e-mail addresses you want in your distribution list
3. In the **Search** box, type a name you want to include
4. In the **Name** list, click the name, and then click **Members**. Do this for each person whom you want to add to the distribution list, and then click **OK**

Why don't I see the Name list in the Address Book?

You may have used the **More columns** search option the last time that you used the Address Book. To restore the name list view, click **Name only** next to **Search**.

Add an address that is not in a contacts folder or an address book

1. On the **Distribution List** tab, click **Add New**
2. Type the information for the e-mail address, and then click **OK**

Delete a name

1. Click the name, and then click **Remove**



Show the names in a distribution list

If you want to check the members in a distribution list before you send a message, you can do the following:

1. In a new message, click **To**
2. In the **Address Book** drop-down list, click the address book that contains the distribution list that you want information about
3. In the **Search** box, type the name of the distribution list
4. In the **Name** list, right-click the distribution list, and then click **Properties** on the shortcut menu

Why don't I see the Name list in the Address Book?

You may have used the **More columns** search option the last time that you used the Address Book. To restore the name list view, click **Name only** next to **Search**.

TIP: To quickly show the names of individuals on the list, you can click the plus sign (+) next to the name of the distribution list in the **To** box. After the list is expanded, you can delete some names to send a message or meeting request to part of the distribution list. You cannot collapse the list again after it is expanded. Distribution lists in the **E-mail** field of a contact cannot be expanded.

Send a message to a distribution list

1. Open a new message
2. Click **To**, and in the **Search** box, type the name of the distribution list
3. In the **Name** list, click the name, click **To**, and then click **OK**

Why don't I see the Name list in the Address Book?

You may have used the **More columns** search option the last time that you used the Address Book. To restore the name list view, click **Name only** next to **Search**.

TIP: You can also drag the distribution list from **Contacts** into the message.

4. Send the message

Send a message to part of a distribution list

1. Open a new message
2. Click **To**, and then in the **Search** box, type the name of the distribution list
3. In the **Name** list, click the name, click **To**, and then click **OK**

Why don't I see the Name list in the Address Book?

You may have used the **More columns** search option the last time that you used the Address Book. To restore the name list view, click **Name only** next to **Search**.

4. In the message, in the **To** box, click the plus sign (+) next to the name of the distribution list to show the individuals on the list, and then delete the names that you do not want the message sent to

NOTE: After you expand a distribution list, the distribution list name is replaced with all the individual names on the list. You cannot collapse the names back to the distribution list name.

Send a meeting request to part of a distribution list

1. In a new **Meeting Request**, in the **Scheduling Assistant**, click **Add Attendees**
2. In the **Search** box, type the name of the distribution list
3. In the list below, click the name, and then click **Required**. Click **OK**
4. In the **All Attendees** list, click the plus sign (+) next to the name of the distribution list to show the individuals on the list
5. Clear the check mark next to the name of each person whom you do not want to send the meeting request to. When you switch back to the Appointment view, only the names that you didn't remove will appear in the **To** box


NOTE: After you expand a distribution list, the distribution list name is replaced with all the individual names on the list. You cannot collapse the names back to the distribution list name.



Add a distribution list from a message to Contacts

1. Open the message that contains the distribution list
2. In the header of the message, right-click the distribution list, and then click **Add to Outlook Contacts** on the shortcut menu

Print a distribution list

1. Click **Contacts**
2. Open the distribution list that you want to print
3. Click the **Microsoft Office Button**  , and then click **Print**
4. Choose any additional printing options, and then click **OK**