

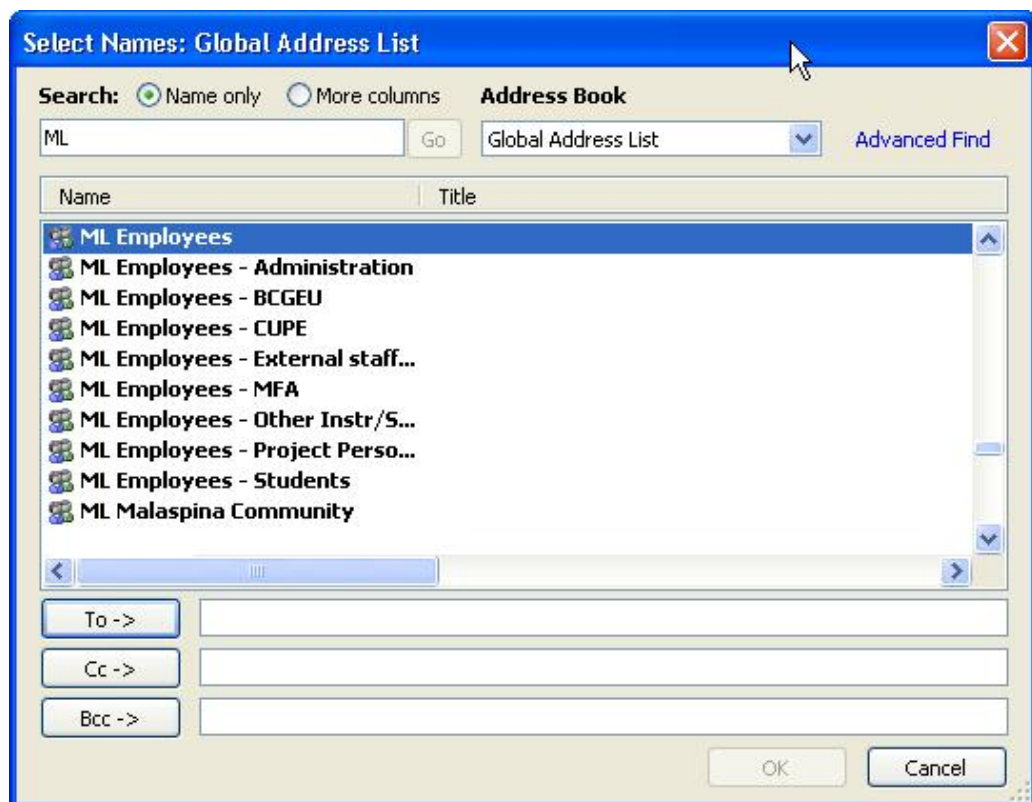
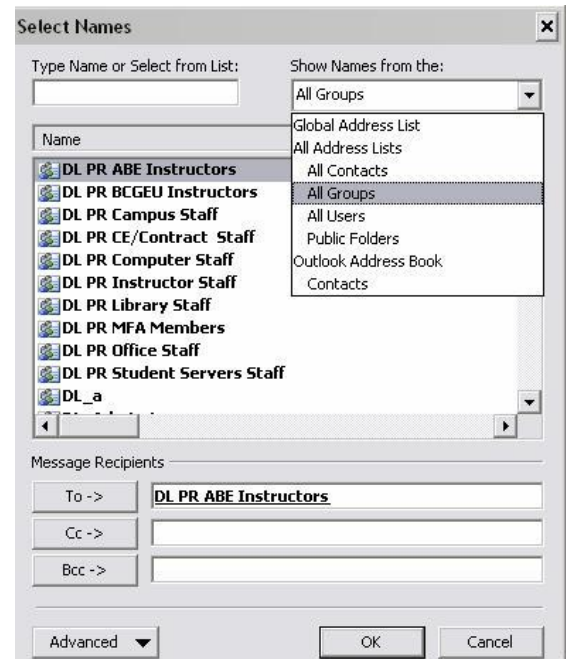
## Using the GLOBAL Distribution and Mail Lists within Microsoft® Outlook

1. Select  to Compose a new mail message
2. Click the  button.

### Office 2003 →

The **Select Names** window will open. In the **Type Name or Select from List:** field enter **ML** or **DL** to access the appropriate list. Or use the **Show Names from the:** dropdown menu and select: **All Groups**

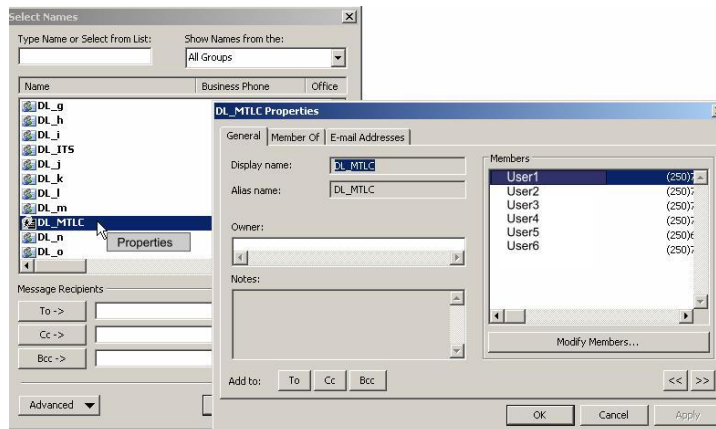
### Office 2007



3. Click on the title of the list and then the **To->** button to add the list to message recipients.

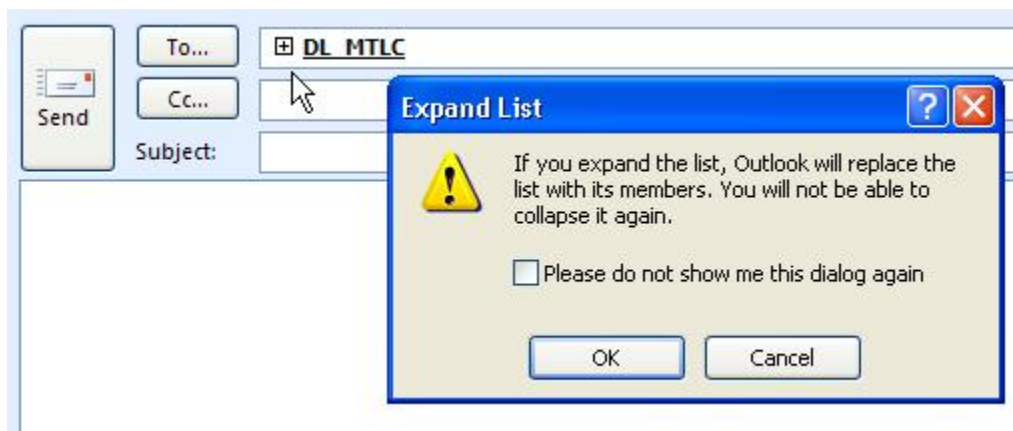
Note: Follow the same process for the **Cc->** and **Bcc->** fields by using the corresponding buttons.

To see who is on the list, right click on the list title and select **Properties**.



4. Click **OK** in the properties window, then **OK** in the Select Names window to return to the message window.
5. Your message will now be addressed to the list you chose.

You can expand this list if you wish to view or modify who the message is addressed to by clicking on the + beside the distribution list. (The screenshot shows Office 2007.)



You will then see each individual name listed separately. You can then delete or add names as required.

6. Complete your message by filling in the subject and message area. Click **Send**. Your message will then be sent to everyone on the distribution list you chose or the expanded list you modified.