

CREATE DISTRIBUTION LIST FROM GLOBAL ADDRESS LIST (GAL)

Outlook Client

1. From the **Inbox**, click the **New** drop-down button (on the standard toolbar), and choose **Distribution List**. Or ...
 - a. From **Contacts**, choose **Actions, New Distribution List**.
2. In the **Name** box, type a name.
3. Click **Select Members**.
4. Make sure Global Address List shows up in the **Show names from the** list.
5. In the **Type name or select from list** box, type part of the first name of the person to be included.
6. In the list below, double click the name to place it on the **Members** line, or select the name, and click **Members**.
7. Do this for each person to be added to the distribution list. Click **OK**.
8. To add a longer description of the distribution list, click the **Notes** tab, and type the text.
9. Click **Save and Close**.

The distribution list is saved in the **Contacts** folder by the name given to it.

E-mail List

1. Open a new e-mail, and click the **To...**, **Cc...**, or **Bcc...** button.
2. Click drop down for **Show names from the** list.
3. Choose **Contacts**.
4. Double click the list to place it on the To line, or click once to highlight and then click the To, Cc, or Bcc button.
5. Click OK to return to the e-mail.

Outlook Web Access (OWA)

1. Click the **New drop-down button** (on the standard toolbar), and choose **Distribution List**.
2. In the **Name** box, type a name.
3. Click **Find Names**.
4. Make sure the **Global Address List** shows up in the **Find names in** list.
5. Type in Last name, First name, or Department name -- or academic department code (e.g., Financial Aid or HES), and click the **Find** button.
6. In the list below, select the name, and click **Distribution List** button.
7. Do this for each person to be added to the distribution list. Click **Close**, then **Save and Close**.
8. Notes are not available in OWA.

The distribution list is saved in the **Contacts** folder by the name given to it.

E-mail List

1. Click the **Contact** folder in the left Navigation pane.
2. Double click the list to open it.
3. Click the **Send mail to list** icon on the toolbar.