Creating a distribution list in Outlook

- Click on “Tools” at the top, in the drop down box select “Address Book”

- In the pop up window at the top select “File”, drop down and select “New Entry”

- Select New Distribution List

- Enter a name for your New Distribution List and click Select Members
• Select the contacts that you would like in your Distribution List and click the Members button in the bottom left corner and then OK

• Select Save & Close

• Finished

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