

Creating a Personal Distribution List in Outlook XP.

To create a personal distribution list, follow these steps:

1. On the File menu, point to New and click the small arrow attached to the "New" button. Then click on "Distribution List"
2. Type a name for the distribution list in the name "field".
3. Click "Select Members".
4. The DWP Global Address List will then open and you can select people as you normally would to send an email.
5. Enter the surname, a space and then the first name of the person you wish to add to your list. Once you have found them, click once on the name to highlight it, then click on the button saying "Members" and it should add the person to the "add to members list" field on the right hand side. Continue to do this for each person you wish to add to the list until the field on the right hand side has everyone you require in it.
6. Click on the "OK" button.
7. Click on the "Save and Close" button.

The distribution list will then appear in your personal contacts which is available when composing a new email or forwarding one.

To show your personal contacts you can either click on "contacts" which should be in your outlook shortcuts on the very left hand side of the outlook screen, or you can do the following:

1. From your inbox, click on "New" or highlight an email and click on "Forward".
2. Click on "To" and a dialogue box opens for the DWP Global Address List. At the top of this box there is a small arrow next to "Show names from the: Global Address List".
3. Click on the arrow and select "Contacts" from the drop down list.
4. Select your distribution list from the resulting contacts shown as you would any single name from the global address list to send the email to.
5. It may be better to mark the email as personal or private dependant on content before you send it.

To amend a distribution list you can simply select your contacts using the first option above. To remove someone, simply highlight their name in the open distribution list and press delete on the keyboard. To add someone continue from point 3 of the instructions on how to create a mailing list.

Remember to press "Save and Close" after any alterations.