

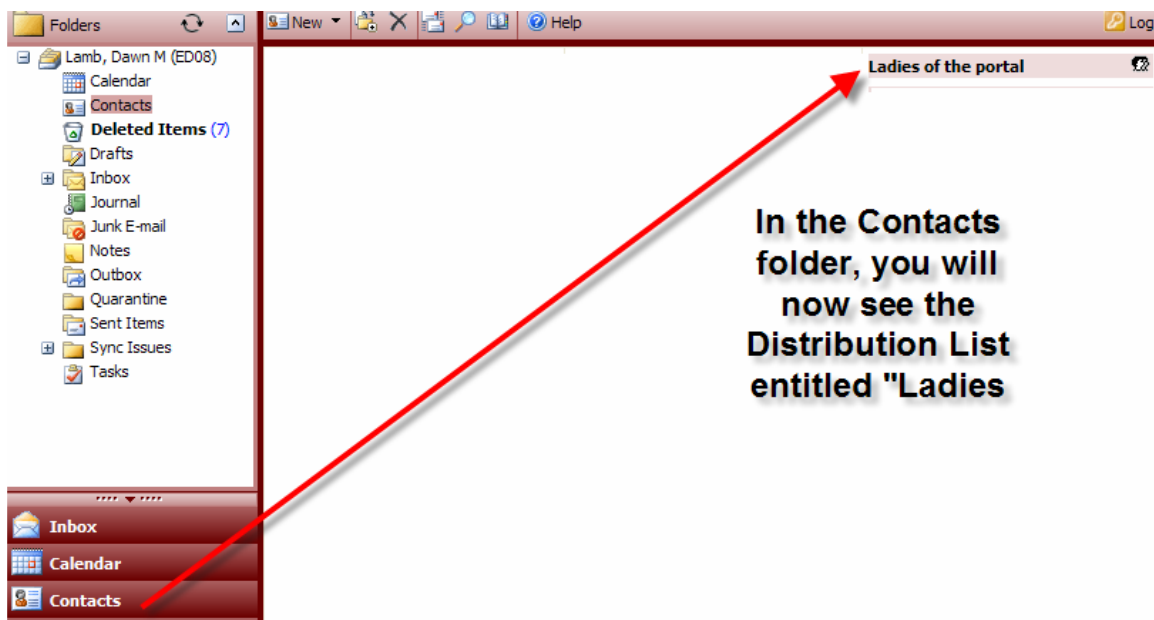
Save and Close X Help

List Name: Ladies of the Portal

Add to Distribution List: Find Names

Add

Name	E-mail address	Remove
MacRae, Mary-Jo (ED- e-Learning)	mj.macrae@nbed.nb.ca	
sandram@nbed.nb.ca	sandram@nbed.nb.ca	



To use the Distribution List, open a New Message and in the To: line, type in the name of the Distribution List and click on the **Check Names** (man with the blue checkmark)

Send ABC X Help

To... Ladies of the Portal

Cc...

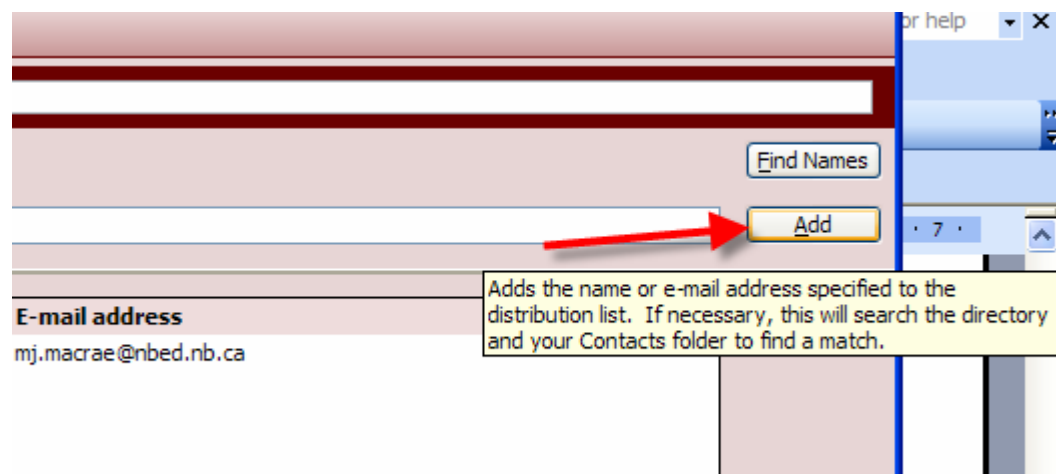
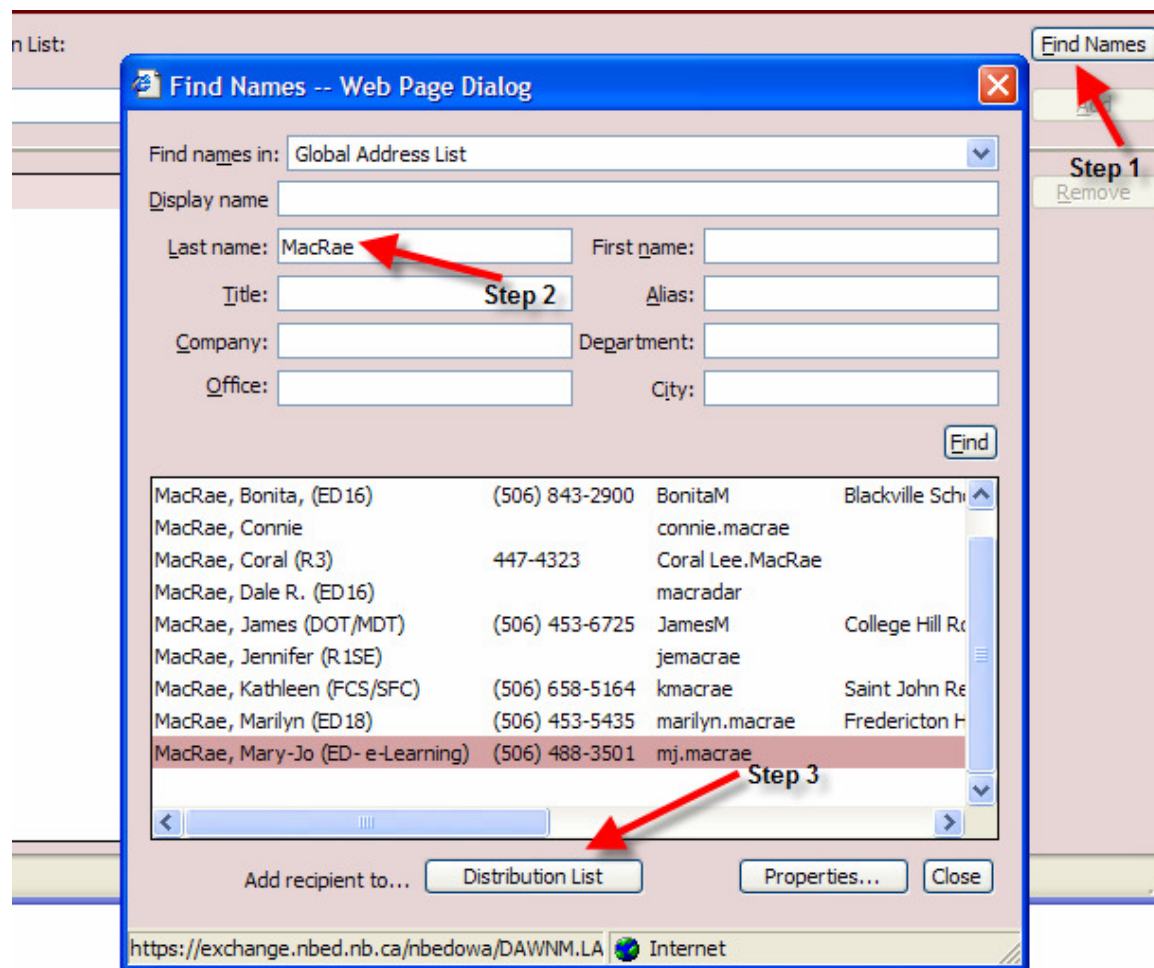
Bcc...

Subject:

Attachments:

Normal A Arial

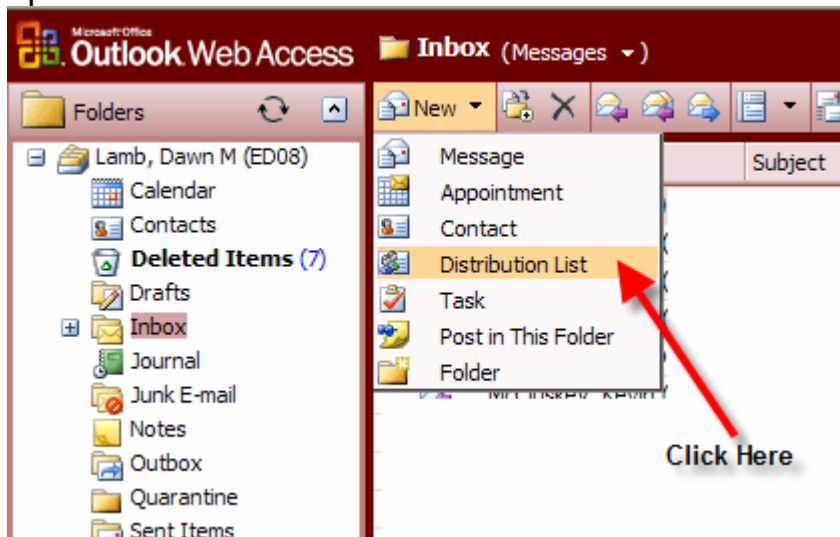
Now, the distribution list will change and you can continue as usual with your email message.



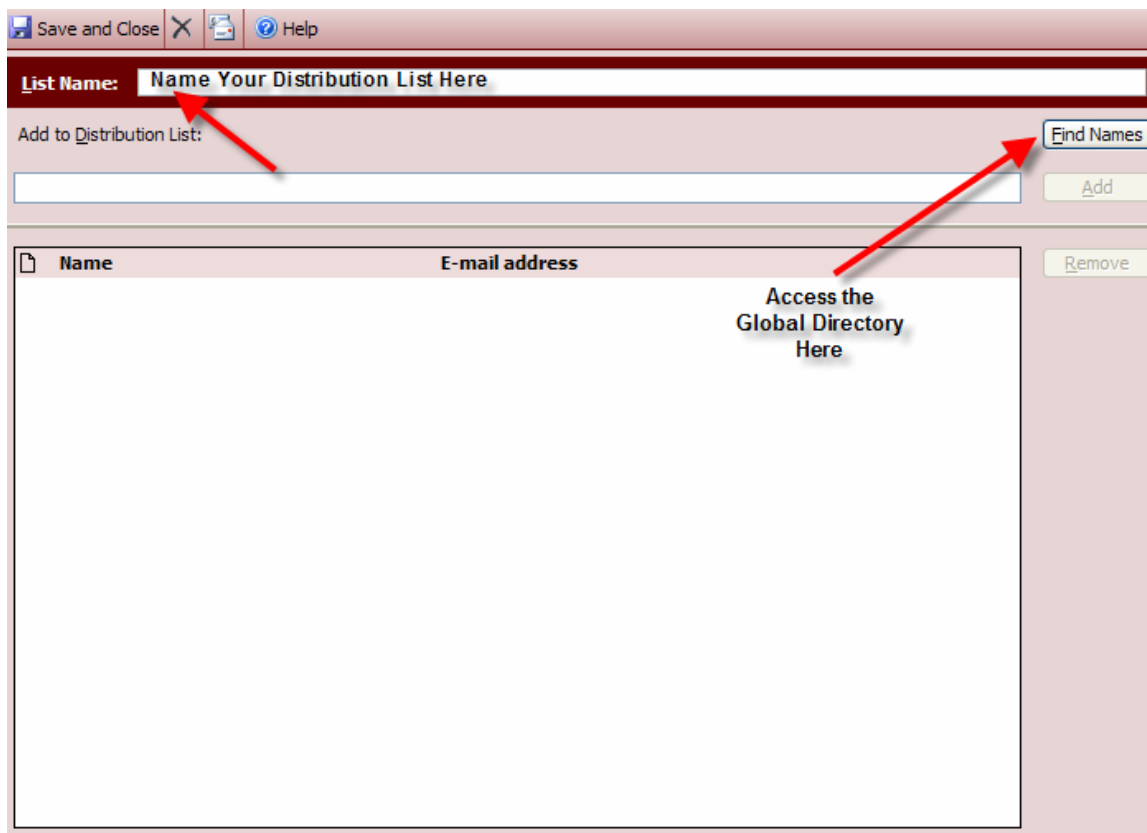
When you have added all of the people you want in the Distribution List, click **Save and Close**.

How to Create a Distribution List using Exchange

Log into your email account and click the arrow next to **New**. A drop down menu will open and click on **Distribution List**.



Now, a new window will open as shown below:



Enter a List Name then click **Find Names** and that will open the Global Directory. Type in the name of the person you would like to add to the Distribution List. Once the name is found, highlight the person's name and then click **Add recipient to the Distribution List**.