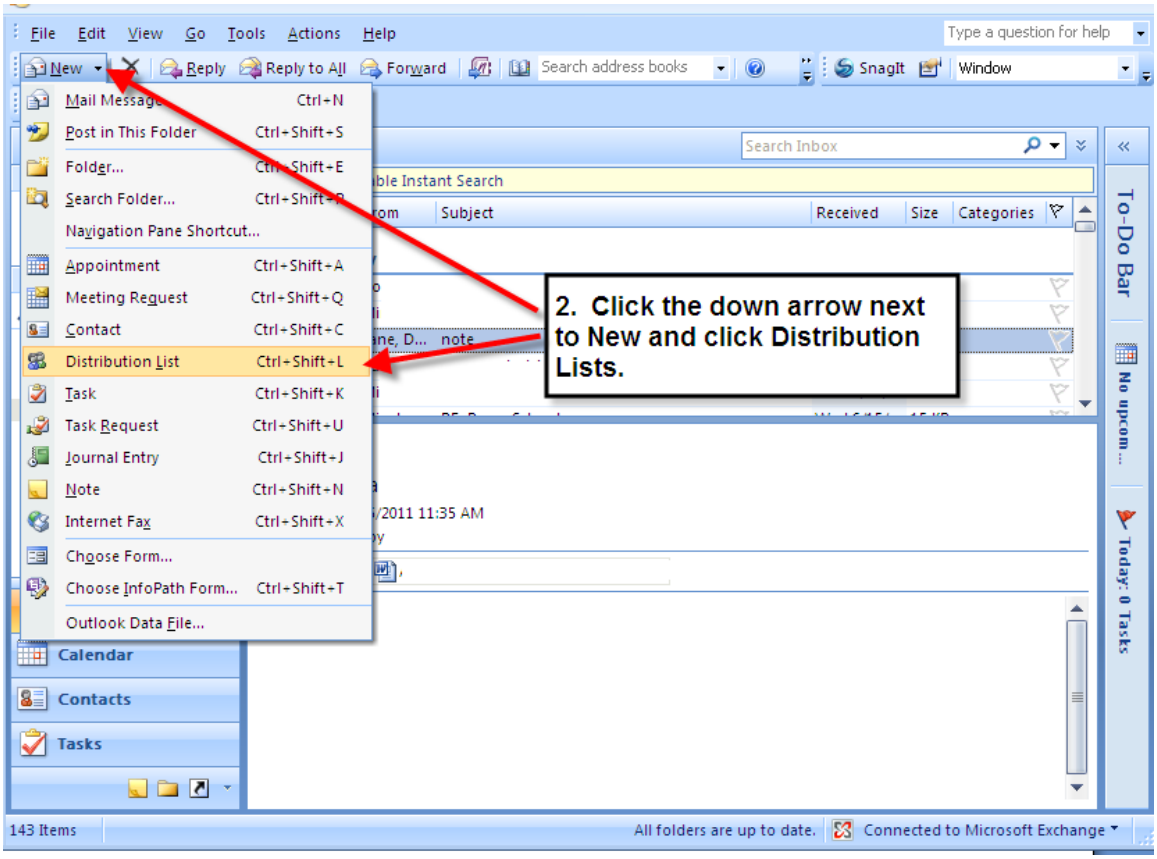
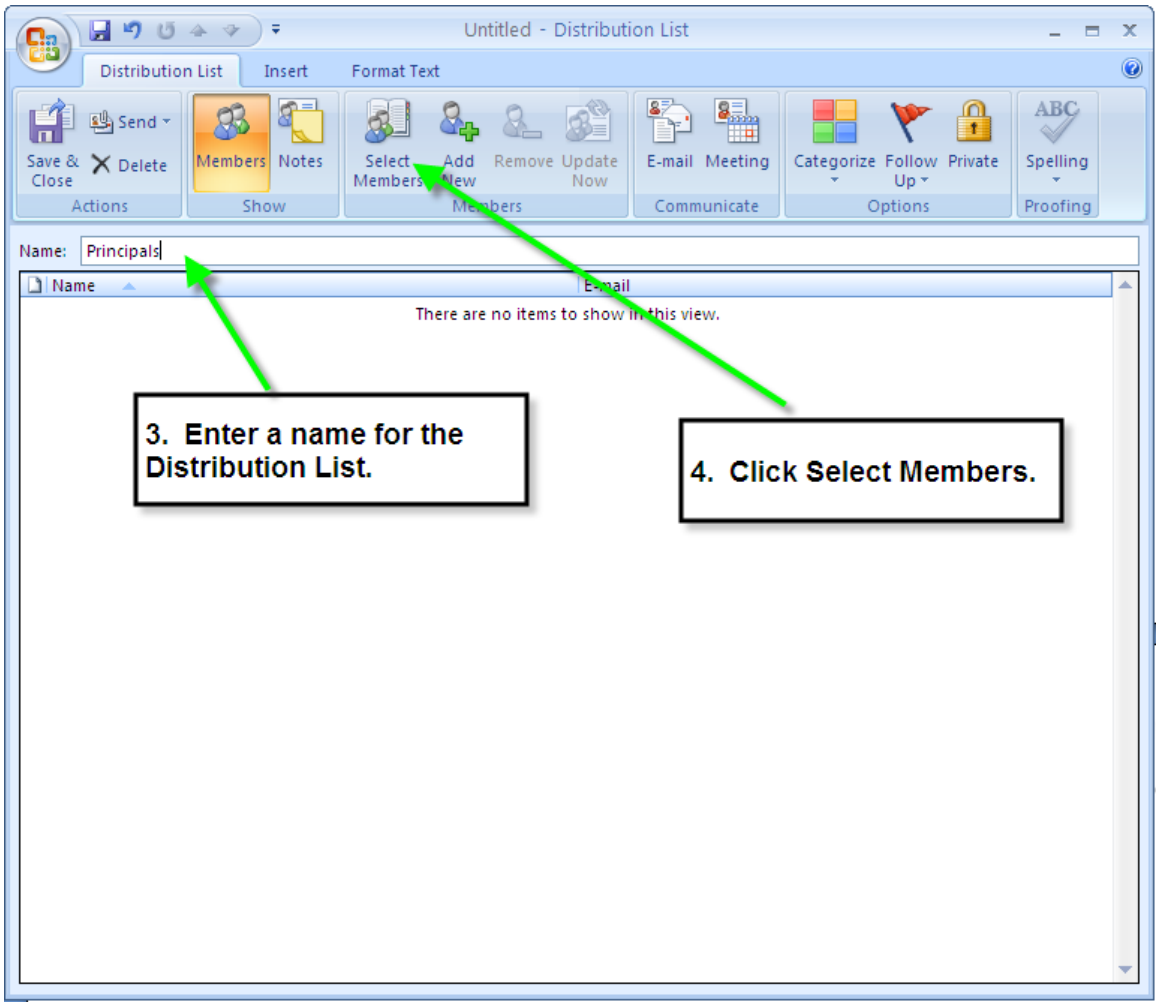
South Carolina
CHESTERFIELD COUNTY SCHOOL DISTRICT SCHOOLS

Creating Distribution Lists (Groups)

1. Log into Outlook Client.




Untitled - Distribution List
Distribution List
Insert
Format Text
Send
Save & Close
Delete
Members
Notes
Select Members
Add New
Remove
Update Now
E-mail
Meeting
Categorize
Follow Up
Private
Spelling
Actions
Show
Members
Communicate
Options
Proofing
Name:
Principals
Name
E-mail
There are no items to show in this view.
3. Enter a name for the Distribution List.
4. Click Select Members.

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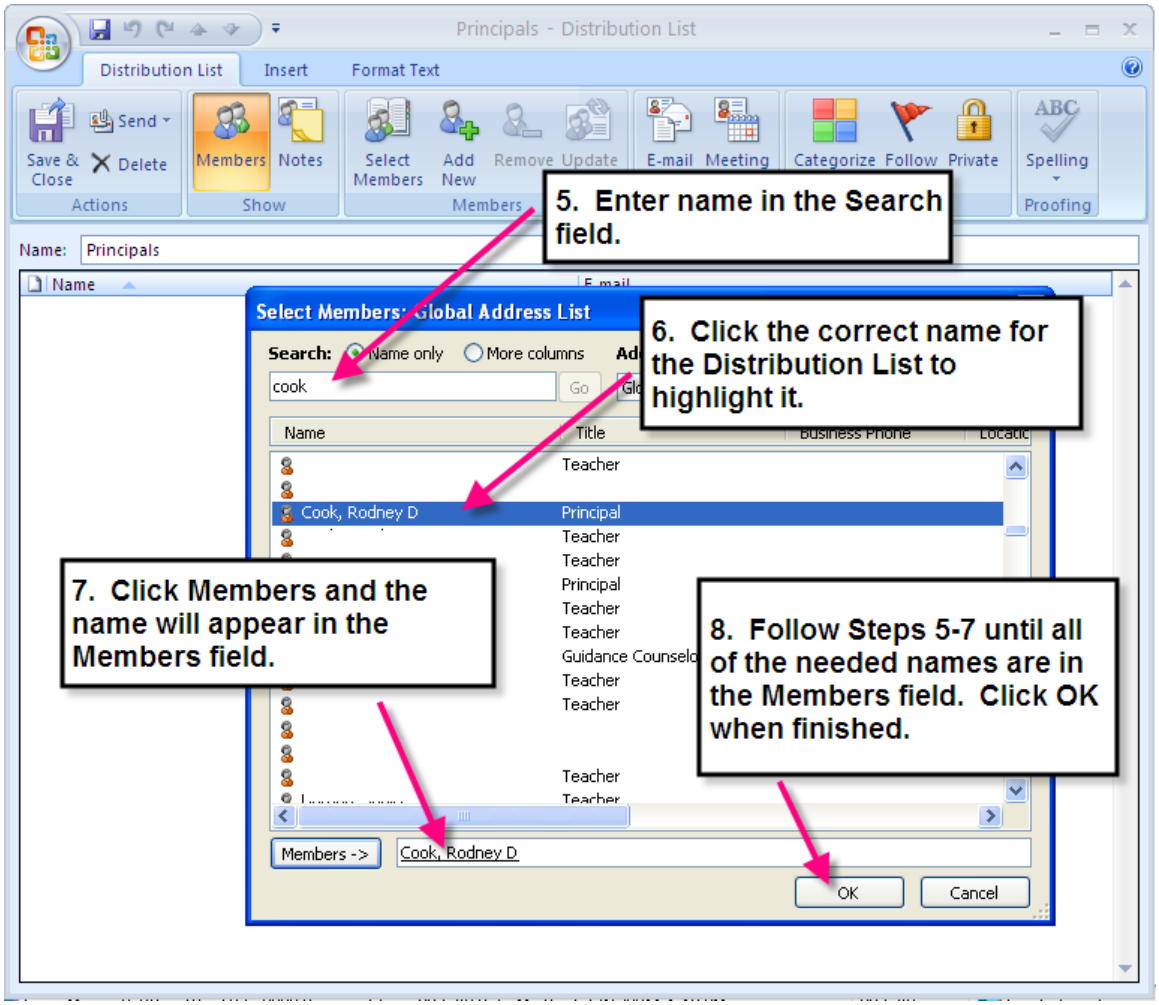

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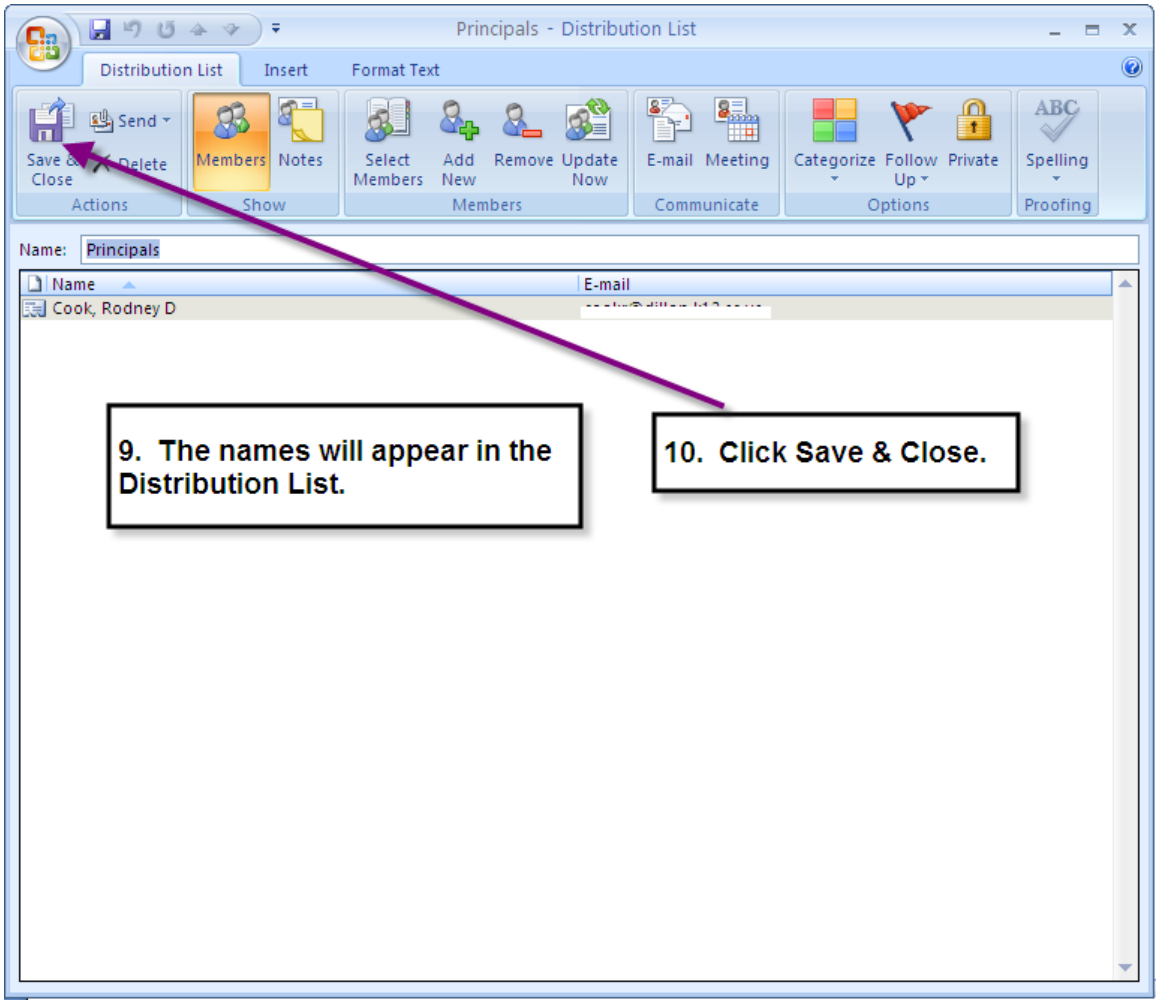
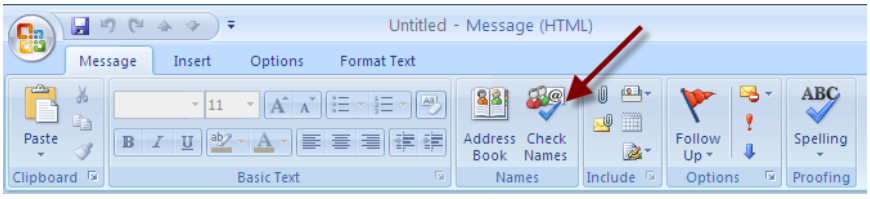


***The first time an email is sent to the Distribution List, click CTRL + K or the Check Names button on the new email to make the name of the list auto-complete.**



****The Distribution List will be in the Contacts list.**