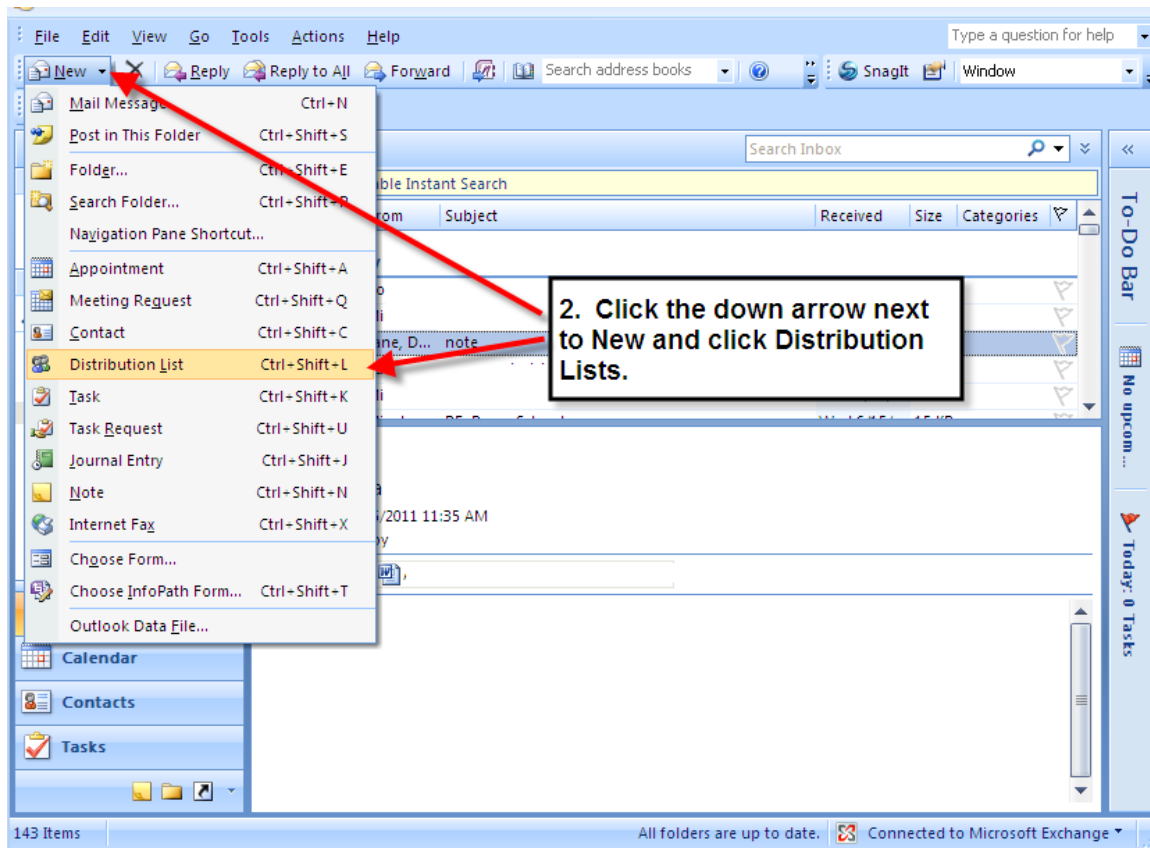




# South Carolina CHESTERFIELD COUNTY SCHOOL DISTRICT SCHOOLS

## Creating Distribution Lists (Groups)

1. Log into Outlook Client.





# South Carolina CHESTERFIELD COUNTY SCHOOL DISTRICT SCHOOLS

Untitled - Distribution List

Distribution List Insert Format Text

Save & Close X Delete Members Notes Select Add Remove Update E-mail Meeting Categorize Follow Private Spelling

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.



# South Carolina CHESTERFIELD COUNTY SCHOOL DISTRICT SCHOOLS

Principals - Distribution List

5. Enter name in the Search field.

6. Click the correct name for the Distribution List to highlight it.

7. Click Members and the name will appear in the Members field.

8. Follow Steps 5-7 until all of the needed names are in the Members field. Click OK when finished.

Name: Principals

Select Members: Global Address List

Search: ☒ Name only ☐ More columns

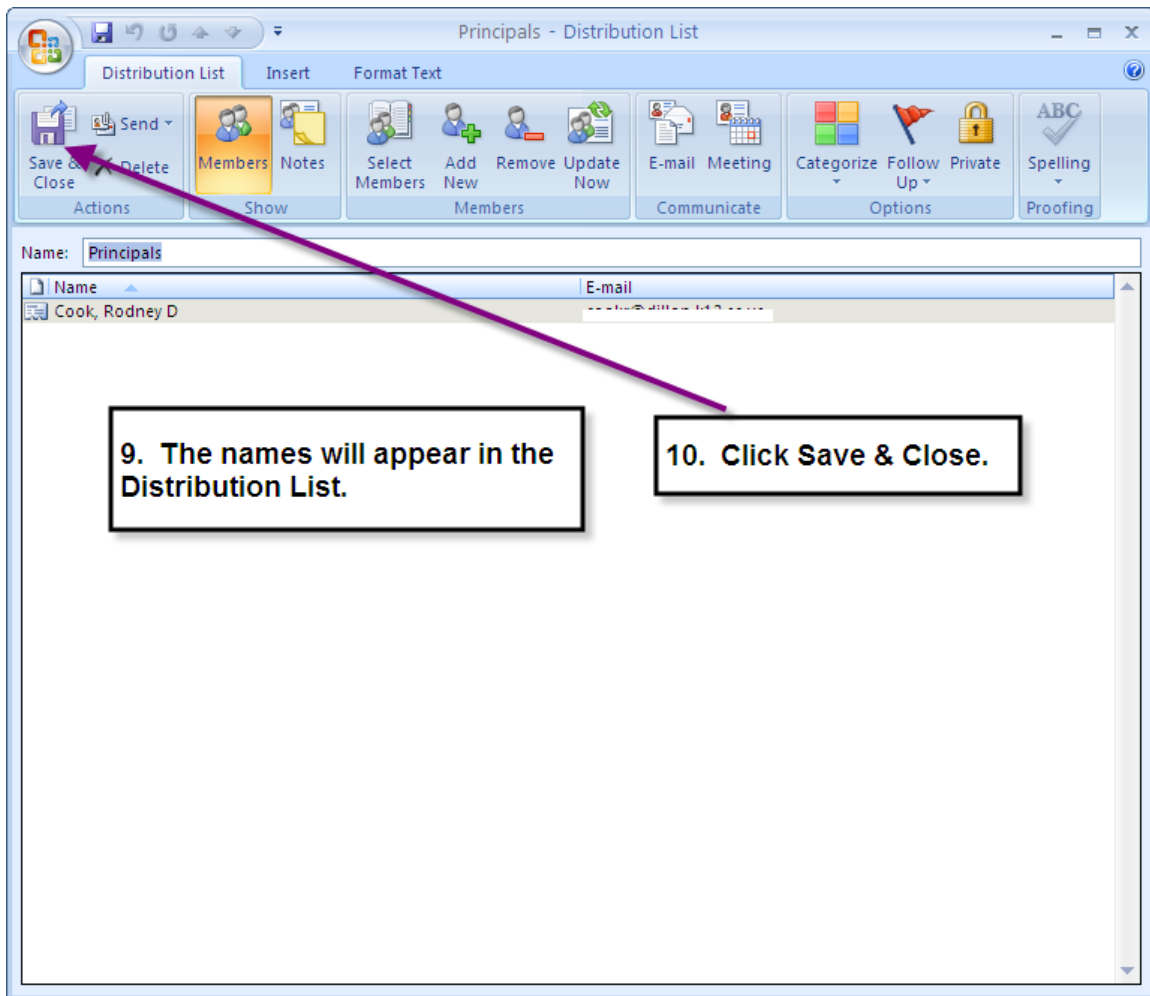
Name	Title	Business Phone	Location
	Teacher		
Cook, Rodney D	Principal		
	Teacher		
	Teacher		
	Principal		
	Teacher		
	Guidance Counselor		
	Teacher		
	Teacher		
	Teacher		
	Teacher		
	Teacher		
	Teacher		

Members -> Cook, Rodney D

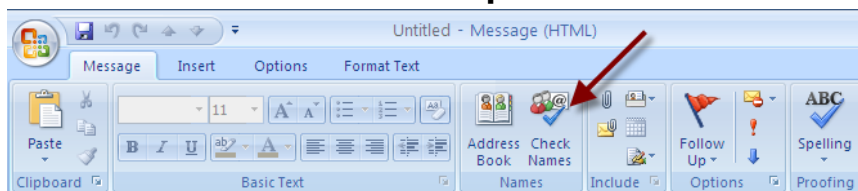
OK Cancel



# South Carolina CHESTERFIELD COUNTY SCHOOL DISTRICT SCHOOLS



**\*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.**