

Send a Distribution List – Outlook 2007

Situation:

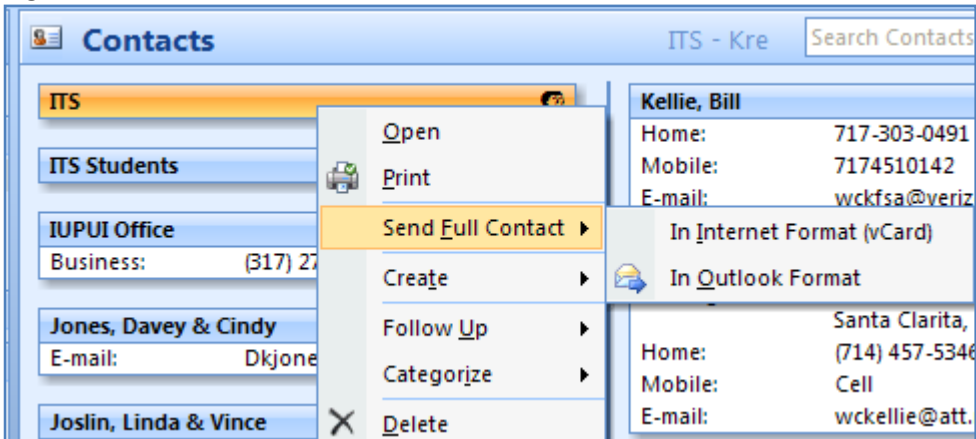
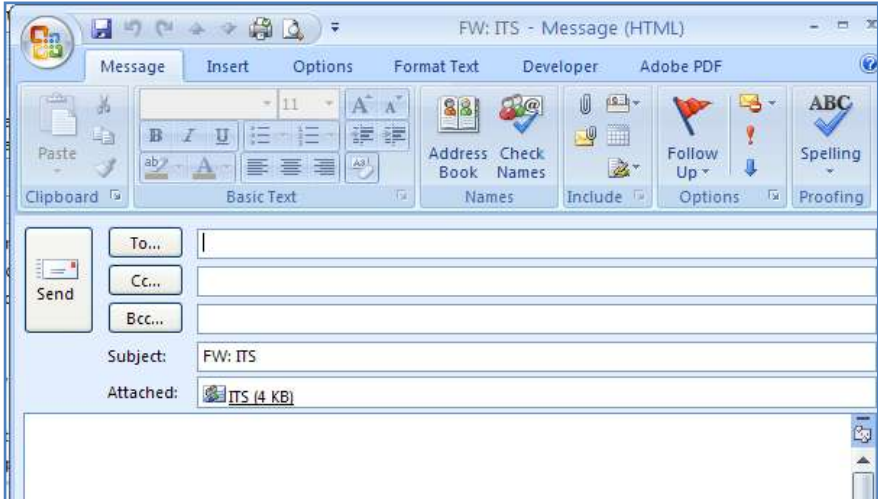
You would like to send a distribution list to someone else so they don't have to create it themselves.

Overview:

Open the Distribution List in Outlook, (not Outlook at mail.etown.edu) right mouse click the distribution list name, Send Full Contact, In Outlook Format.

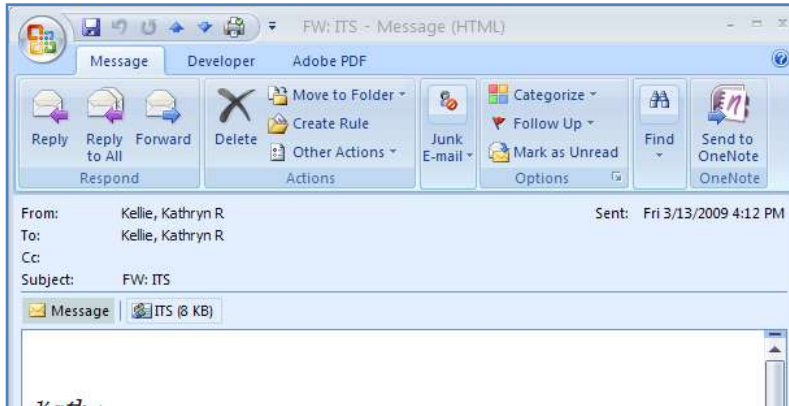
Step by Step Instructions:

Sender (Owner of the Distribution List)

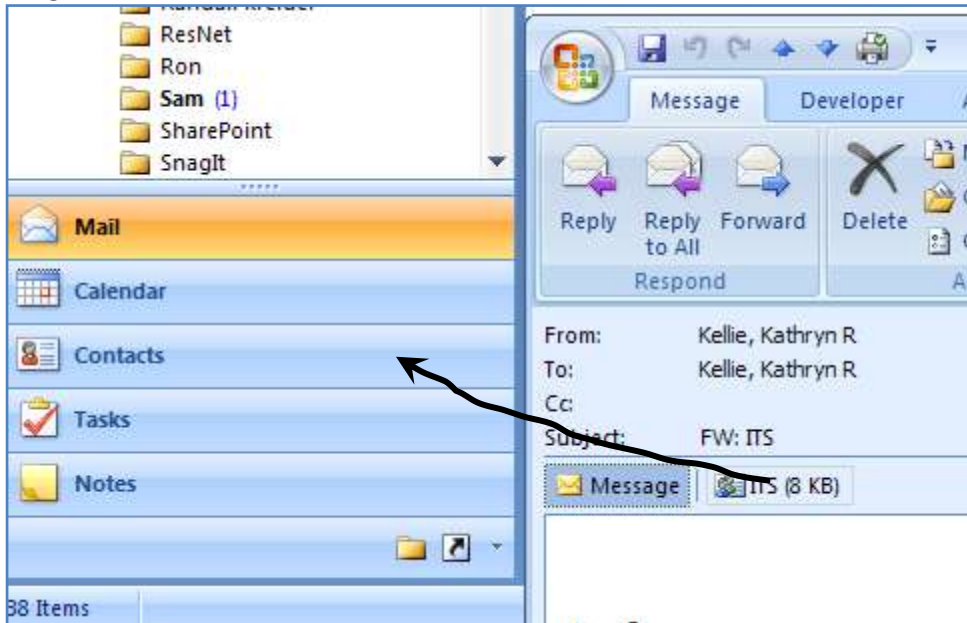
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|----|--|
| 1. | Locate the Distribution List |
| 2. | Right mouse click the distribution list  |
| 3. | The distribution list is attached to a message Fill out the To line, and the body  |
| 4. | Click Send |

Receiver

5. Open the message that contains the attached Distribution List



6. Resize the message so you can see the Contacts bar and the open message at the same time
Drag the attachment onto Contacts bar



7. The Distribution List now appears in the receivers contacts

