



Outlook 2010

Distribution List/Contact Group

Creating a contacts distribution list is a two-step process. The first step is to decide where you will store the distribution list. You can save it in an Address Book or in your Contacts folder. The second step is to add your contacts to the list.

The following example demonstrates how to set up a distribution list in your Contacts folder.

Define the Distribution List

1. On the Home Page, click **Address Book** to open your Address Book.
2. Click the list below Address Book, and then select **Contacts**.
3. On the **File** menu, click **New Entry**.
4. Under **Select the entry type**, click **New Contact Group**.
5. Under **Put this Entry**, click **In The Contacts**. This selection determines where your new distribution list is saved. This is the default location.
6. Click **OK**. Your new distribution list is now set to be saved in the Contacts folder, and an untitled distribution list form opens. At this point, you can begin adding contacts to your new distribution list, as outlined in the following section.

Add Contacts to Your New Distribution List

1. In the **Name** box, type the name of your new contact group.
2. Click the **Select Members** button to add members from any of your Address Book entries or Contacts.
3. Click **Save And Close** to save the new distribution list.

The name of the distribution list appears bold as compared to the other entries in the contact folder. In table views, the distribution list name appears in the **Fill Name** field. You can view the members of the list by opening the entry.

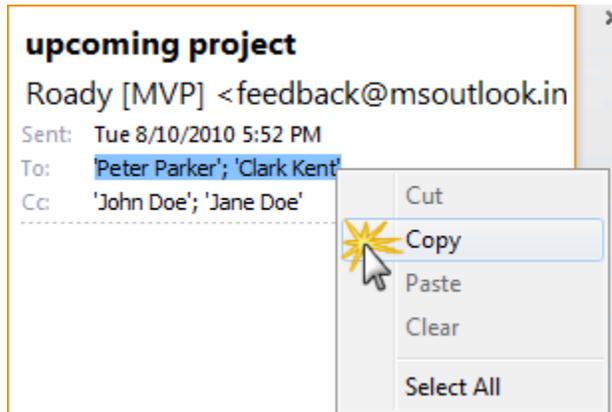
Create a distribution list by copying names from an e-mail message

Creating a Contact Group (as distribution list are called in Outlook 2010) from the recipient list of a message goes quite quickly;

1. Right click on a recipient in the message header in the Reading Pane.
2. From the context menu that pops-up, choose; **Select All**
3. Now that all the recipients are highlighted, press CTRL+C to copy them or right click on the selected addresses and choose **Copy**.
4. Open your Contact Group or create a new one via;
New Items-> More Items-> Contact Group
(or use the keyboard shortcut CTRL+SHIFT+L)

5. Press the “Add Members” button and select “From Address Book”.
6. Place your cursor in the field next to the “Members->” button.
7. Press CTRL+V to paste the copied addresses.
8. Press OK and the addresses will be added to the Contact Group.

You can repeat the steps above if multiple addresses have been added to both the To and CC fields.



You can easily copy addresses from a message in Outlook 2010.

Add a distribution list received from someone else to your Contacts

Distribution lists are stored by default in your **Contacts** folder. When you receive a distribution list from someone else, you can save it to your Contacts.

1. Open the message that contains the distribution list.
2. In the header of the message, right-click the distribution list, and then click **Add to Outlook Contacts** on the shortcut menu.

[Video on how to Create a Contact Group](#)