In Outlook, from the main toolbar, left click on the drop down button next to New and then left click on Distribution List.

Or after clicking on the Contacts folder, left click on the drop down arrow next to New and left click on Distribution List.

The window below will be displayed.
To create a **New Distribution List**, first type a name for your list, such as **Decorating Committee**, as shown in the example below.

Next, add members to your list, either by using the college's **Global Distribution List** (if the members have Chipola College e-mail accounts) or by left clicking on the **Add New** button to add individual members to the list.

The **Select Members** box shown here is of Chipola employees' e-mail addresses and e-mail lists.

To select one person, left click on the name and then left click on the Members button and hit **OK**.

To select multiple people, left click on a name, then left click on the **Members** button, then left click on another name and left click on the **Members** button, and so forth until all names are shown in the Members field.

Then left click the **OK** button.
If the individuals do not have Chipola accounts, use the Add New Member window.

First type a name in the Display name: field, such as the person’s proper name, for example John Doe.

Next, type that person’s e-mail address into the E-mail address: field, such as the example doej@google.com.

If you need this specific person to be an individual who will be listed in your Contacts as well as listed in the Distribution List, left click the box next to Add to Contacts. A contact card will be created for that person within your Contacts folder. You will be able to e-mail him individually if you ever need to. His name will also appear in the distribution list you have just created.

Hit the OK button. Continue to add names to your list until completed.
To send a new message to this list, left click on New, Mail Message.

When the new mail message window appears, find your list by left clicking on the To button.

That window, as shown here, is most likely set to default to the Global Address List.

Find the distribution list that you wish to select and left click on it. Left click on the To button to add it to that field. Then left click on the OK button.

Your new mail message will now have your chosen distribution list in the To field, as shown in this example.

Alternatively, you may be able to simply type your distribution list name into the To field and let the system find the list for you. It usually searches first through the Global Address List and then your Contacts.