

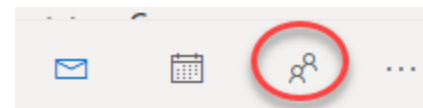
Creating an Outlook Distribution Group

- Call Helpdesk (973) 971-7272
- Tell the technician you'd like to have an Outlook Distribution Group created
- Provide the name and email of the Distribution Group you'd like to create
- Provide the names of all the users you'd like to include in the Distribution Group

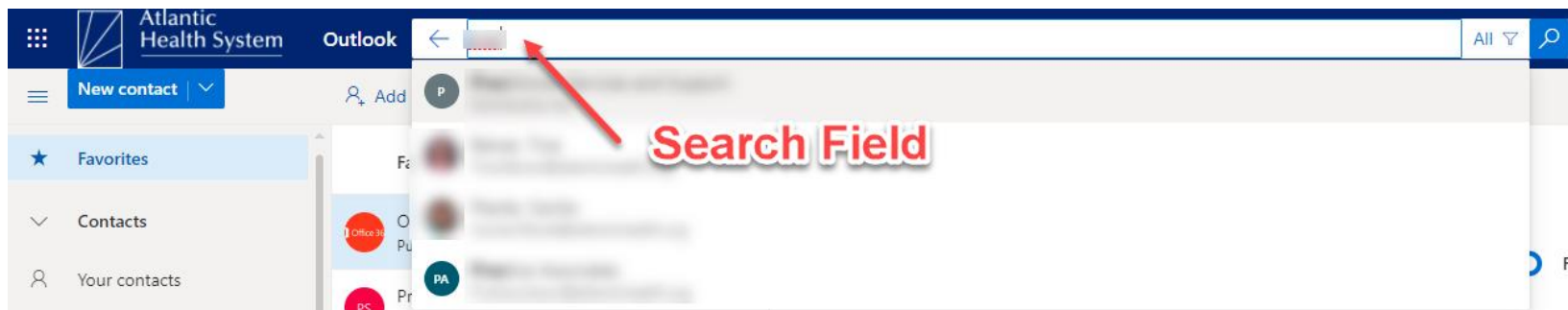


Searching for an Outlook Distribution Group - Webmail

- To search for a Distribution Group, click the People icon at the bottom left of the screen

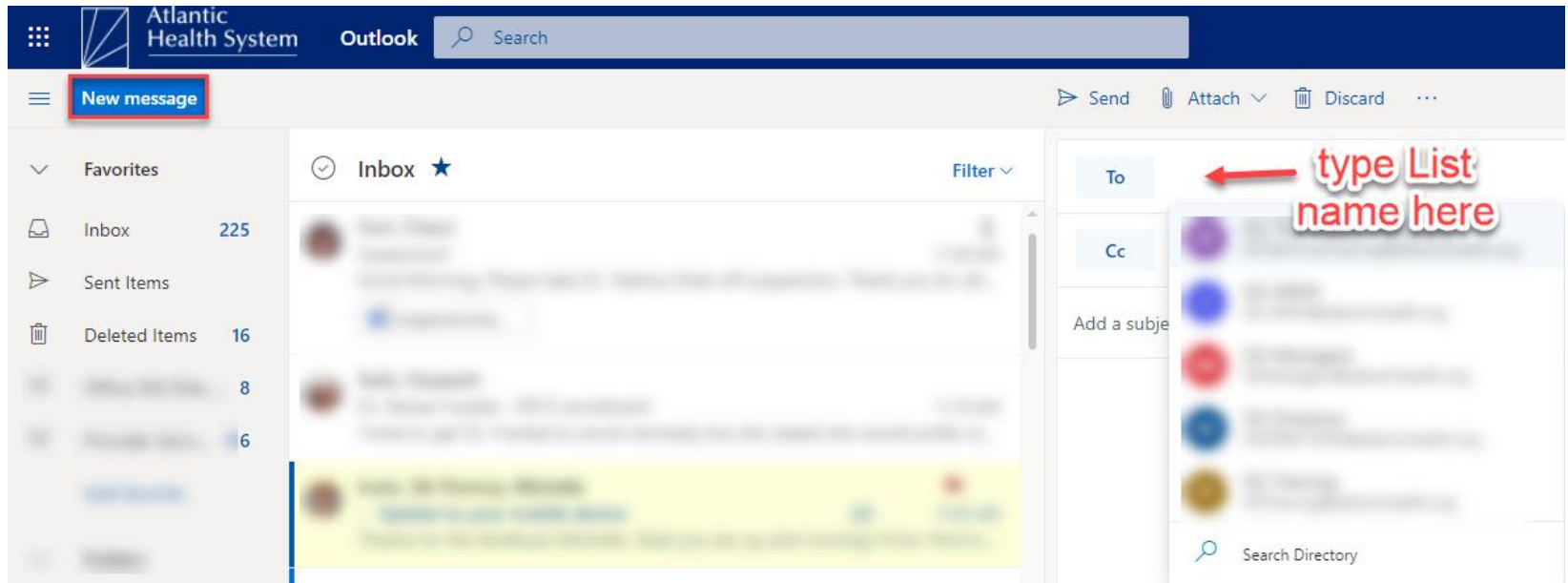


- Then use the search bar at the top and as you type the Distribution Group name it will show up



Sending Email to an Outlook Distribution Group - Webmail

- Open a new message, as you type the Distribution Group name, it will appear. Click the correct list to add it in your recipients:



Sending Email to an Outlook Distribution Group – Full Version

- In Outlook click **New Email** then **Address Book**. Type the Group name in the search field. Highlight the correct Group in the list below and click **To**, **Cc**, or **Bcc** if you want the Group in one of those fields. Click **Ok** when finished.

