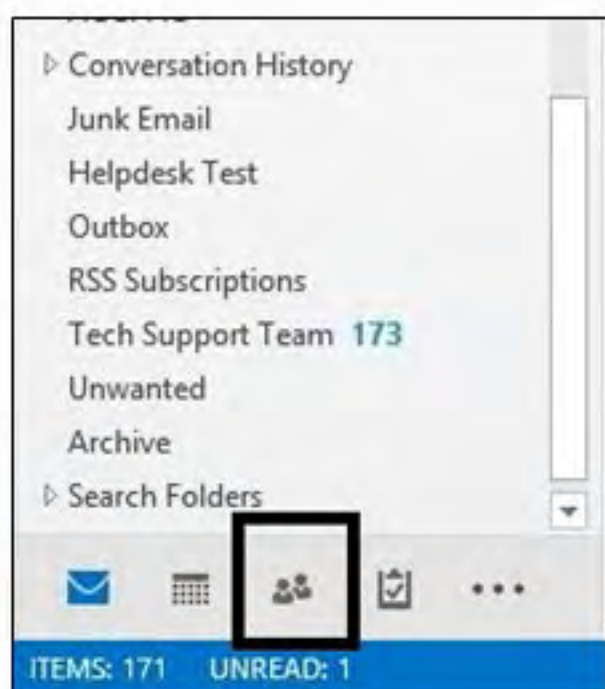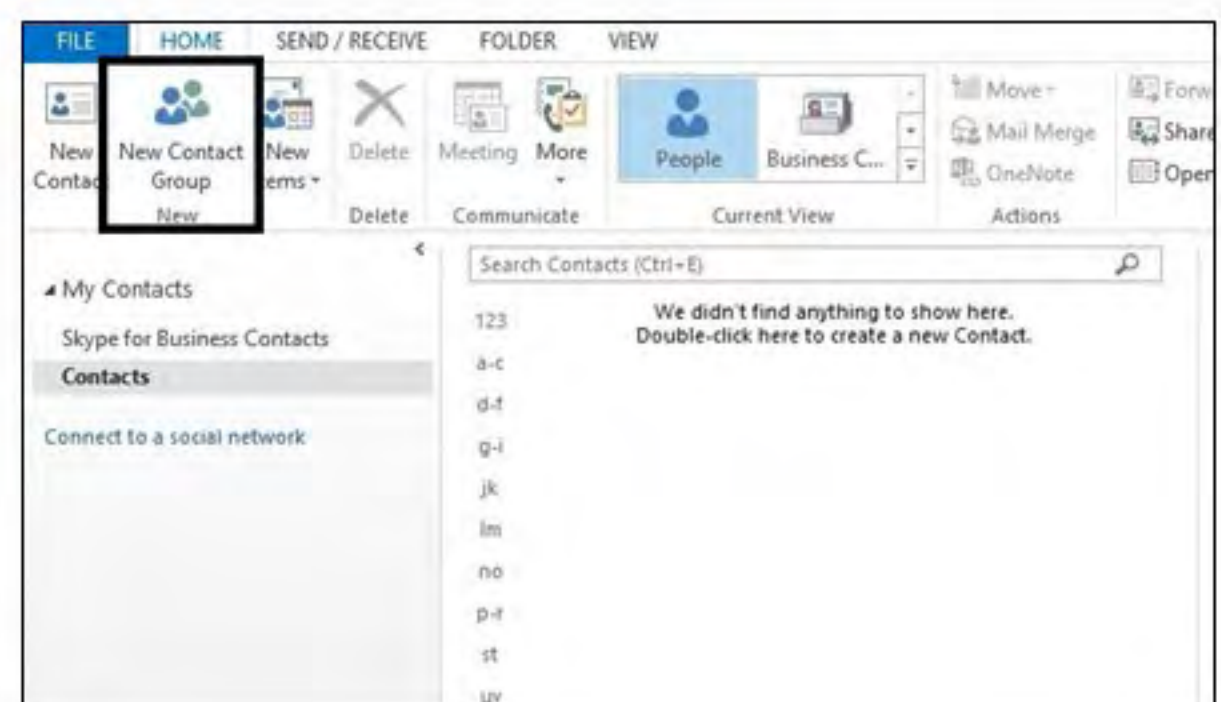# Outlook

What is an Outlook Distribution List?

A distribution list (DL) is a local group containing your desired email addresses which can be later used to save time as you don't have to type email addresses and you can send a message to several people simultaneously. You can create outlook DL by accessing **People** tab in your outlook application. The created DL can anytime be edited if you want to add/remove members.

Creating a DL in Outlook

1. Select People tab at bottom left corner of your outlook window as highlighted below:


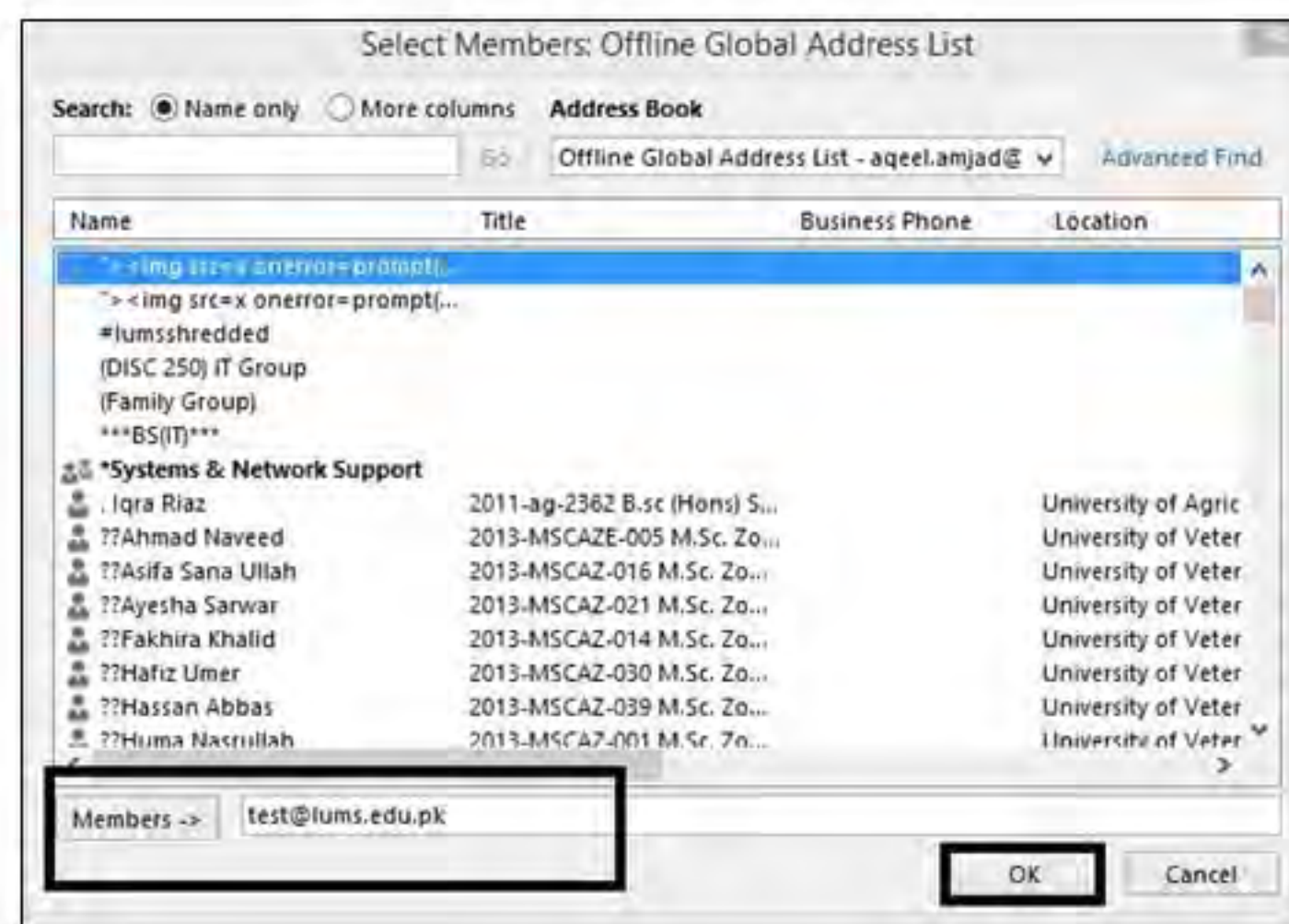2. Select **New Contact Group**:

CONTACT: helpdesk@lums.edu.pk

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Outlook

3. You can also use **CTRL + Shift + L** to directly open **New Contact Group window**. Give a **name** to your DL and then go to **Add Members -> From Address Book**
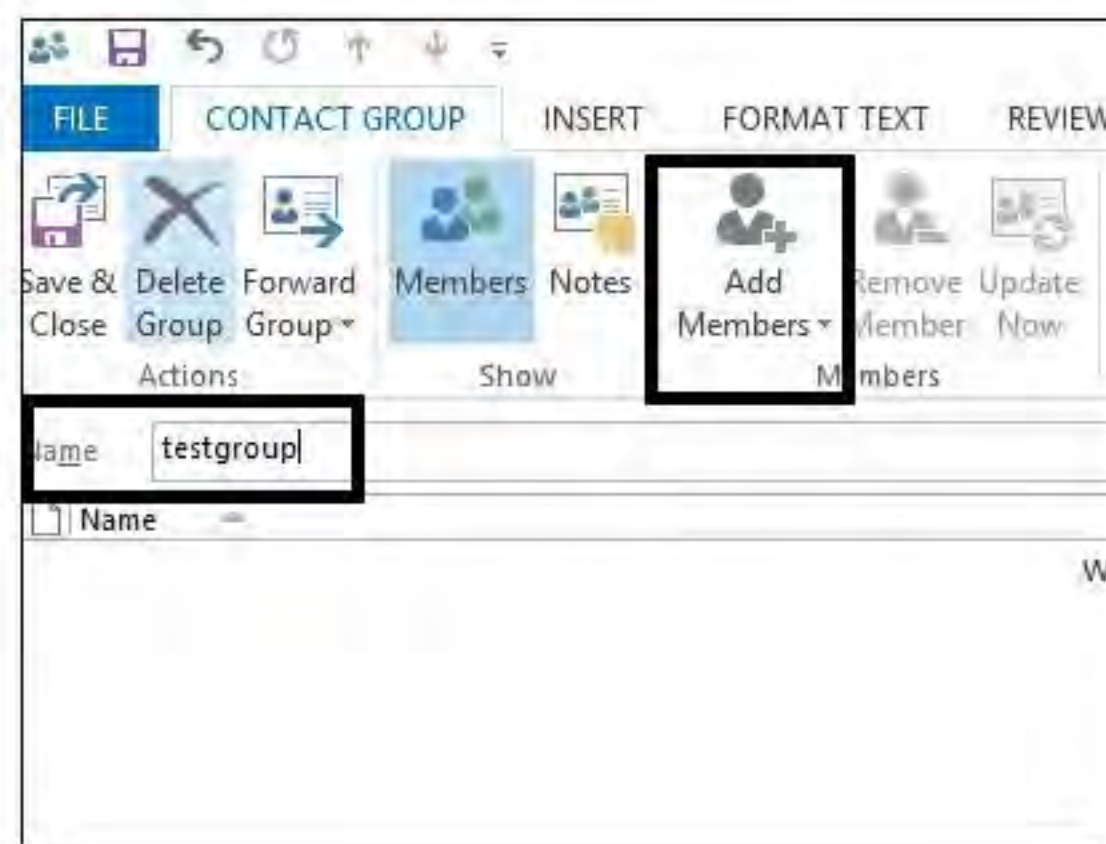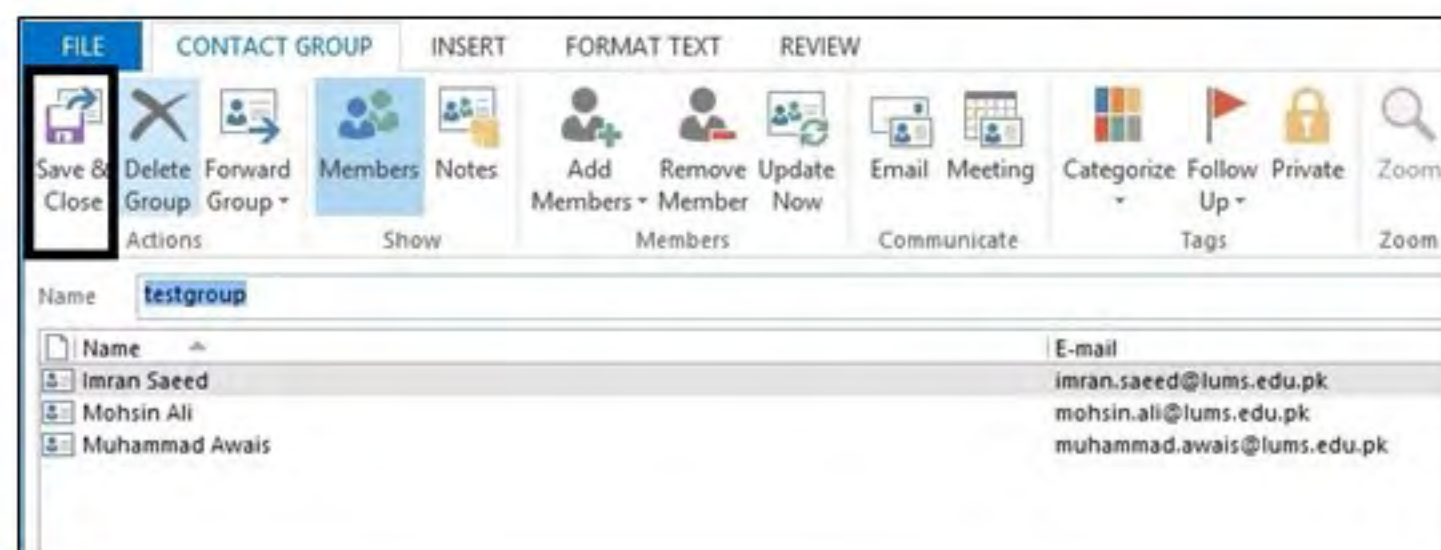

You can either find your concern user or you can directly give email address as shown below:

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4. Once you have added all your desired members click **Save & Close**

5. Now composing new email, you can use your local DL containing all email addresses that you had added earlier:

CONTACT: helpdesk@lums.edu.pk

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