

Information Systems & Technology

#MERITMATTERS

IST TIPS

o Jutlook

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:

D Conve	rsation	History	/	-
Junk E	mail			
Helpd	esk Tes	st		
Outbo	х			
RSS Su	bscrip	tions		
Tech S	uppor	t Team	173	
Unwar	nted			
Archiv	e			
D Search	Folde	rs		*
	=	23	1	
TEMS: 17	1 UN	IREAD:	1	

2. Select New Contact Group:

FILE	HOME	SEND	/ RECEIVE	FOL	DER	VIEW				
New Contac	New Contact Group New	New tems *	Delete Delete	Meeting	More	People	Business C		Move = Mail Merge CineNote Actions	Eorw Share Oper
			<	Sear	ch Cont	acts (Ctrl+E)				P
Skyp Con	e for Business C tacts ect to a social ne	Contacts twork		123 a-c d-t g-i jk		We didn Double-clic	t find anything k here to create	to sh a ne	ow here. w Contact.	
				lm no p-r st uv						

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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:

	Số Offline G	obal Address List - aqeel.amjad	C V Advanced Find
Name	Title	Business Phone	Location
the sing trees and one pro	matil		
> <img onerror="pro</td" src="x"/> <td>mpt(</td> <td></td> <td></td>	mpt(
#lumsshredded			
(DISC 250) IT Group			
(Family Group)			
BS(IT)			
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4. Once you have added all your desired members click Save & Close

FILE CONTACT G	ROUP INSERT	FORMAT TEXT REVIE	W		
Save & Delete Forward Close Group Group *	Members Notes	Add Remove Update Members - Member Now	Email Meeting	Categorize Follow Private	Zoom
Name testgroup				E-mail	_
Imran Saeed Mohsin Ali Muhammad Awais				imran.saeed@lums.edu.pk mohsin.ali@lums.edu.pk muhammad.awais@lums.edu	pk

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

Cc...

Subject

Send

_	To	+ testaroup:	

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