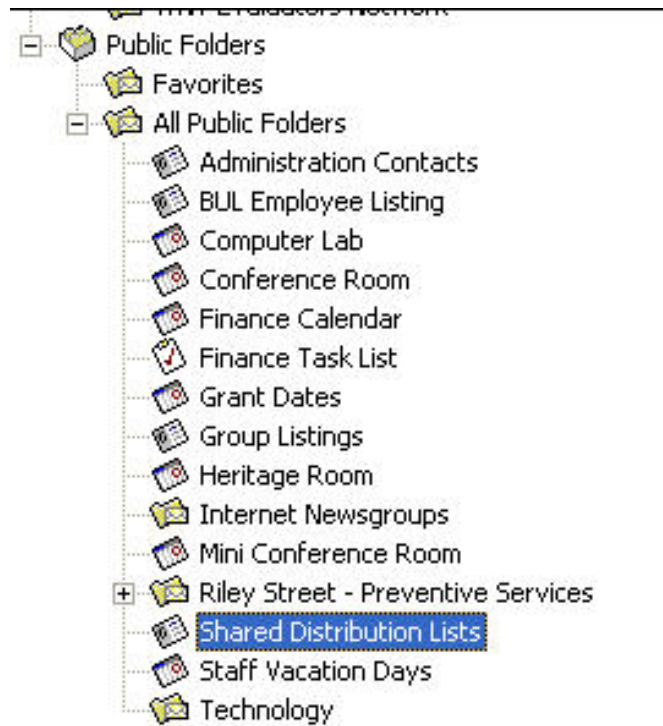# Creating E-Mail Distribution Lists in Microsoft Outlook on an Exchange Server

1. In *Outlook*, make your way down to the bottom of the folders list (on the left of your screen) and expand **Public Folders** and then expand **All Public Folders**. Click on (to stand in) the folder "**Shared Distribution Lists**." It should look like this:

2. Once you are in the **Shared Distribution List**s folder, you'll see that there are other distribution lists already present. To create a new one, move your cursor over to the right half of the screen and right-click your mouse (to get a menu) and from that menu, pick **New Distribution List**. You'll see a screen like this:
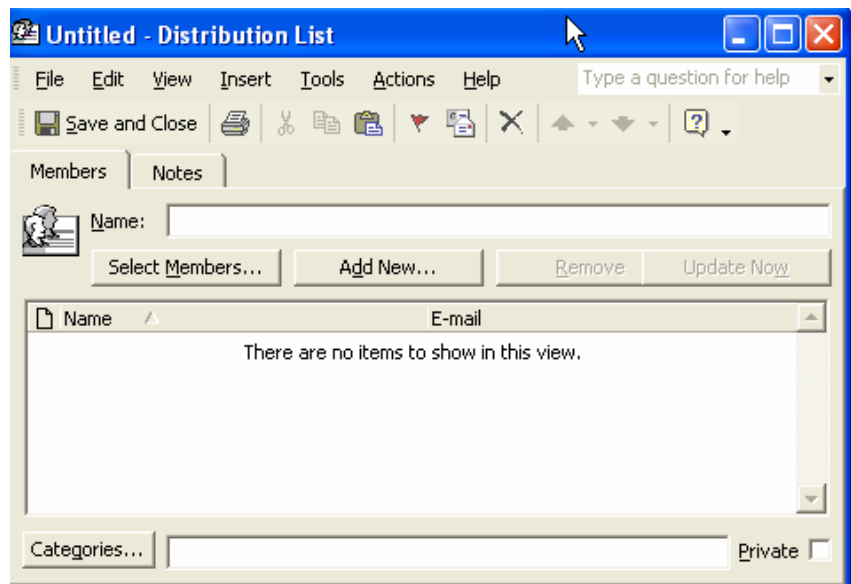
3. Provide a name for this mailing list (in the **Name:** field) and then click on the **Select Members** button.
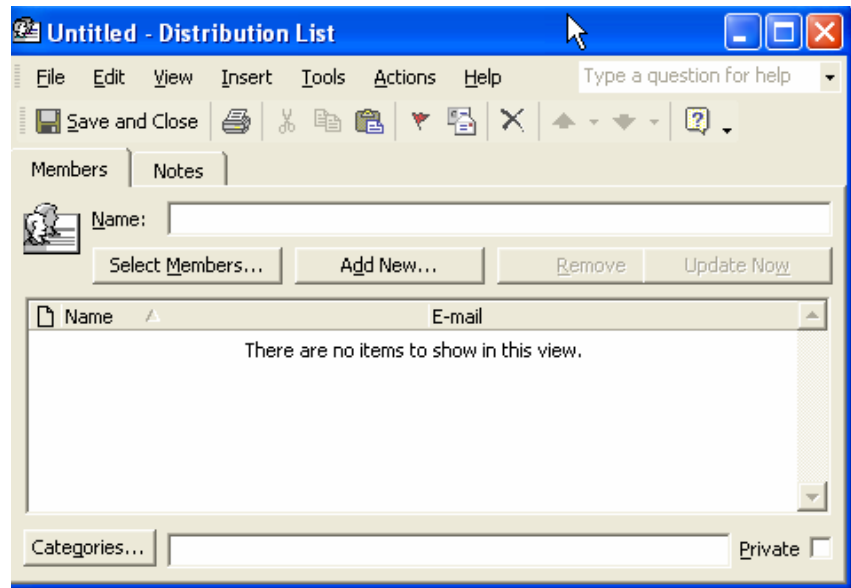

4. After you've finished adding names (and their email addresses), click on the **Save and Close** button.

To be sure this entire folder of **Shared Distribution Lists** appears in your Outlook contacts list of possibilities (as shown in this example), . . .

Move your cursor back to the left side of your screen where the various folders are showing. And right-click your mouse (to get a menu) and pick **Properties**.

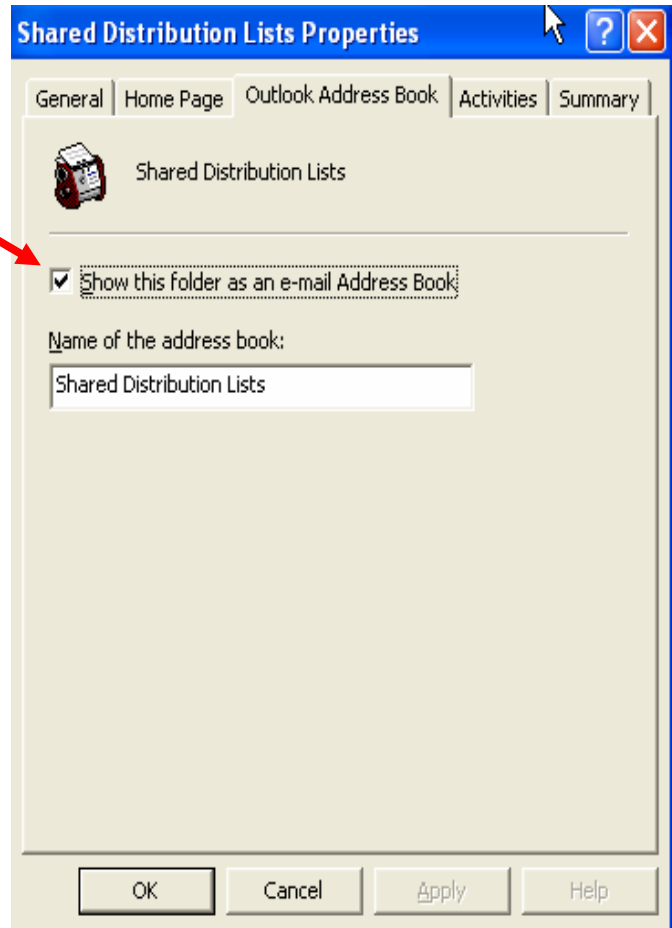In the Properties dialogue box, click on the **Outlook Address Book** tab.
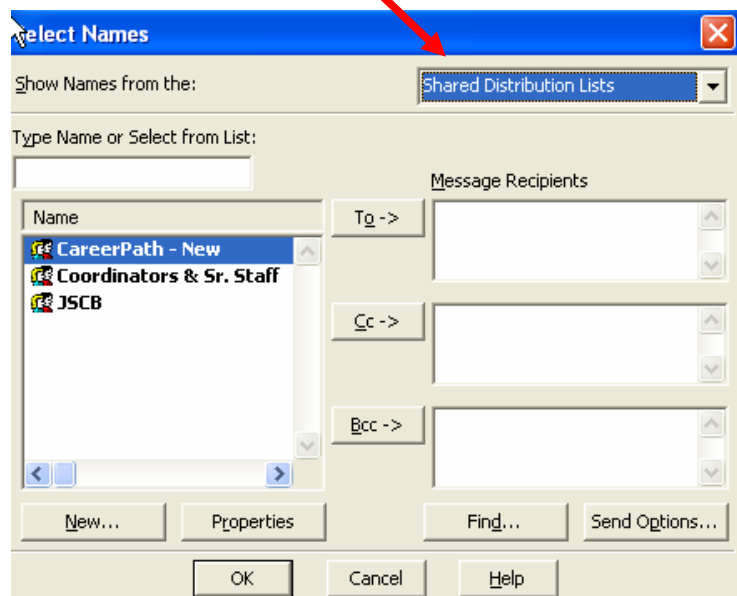
You will see this screen.

Put a check to the left of the
"**Show this folder as an e-mail Address Book**"

Then click the **OK** button.

Then, when you are in the process of sending
An email, when you click on the address book choice downward-pointing black arrow
and you'll see the distribution lists available.