

To Send a distribution list

1. Open a new message.
2. Click the message body.
3. Do one of the following:

If Word is your email editor

Drag the distribution list from **Contacts** into the message.

If Outlook is your email editor

1. On the Insert menu, click Item.
2. In the Look in list, click the folder that contains the distribution list that you want to send. Distribution lists are saved in the Contacts folder by default.
3. In the Items list, click the distribution list that you want to send, and then click OK.
4. Send the message.

To Move a distribution list from a message to Contacts

1. Open the message that contains the distribution list.
2. Click the attached distribution list and drag it to the **Contacts** folder.