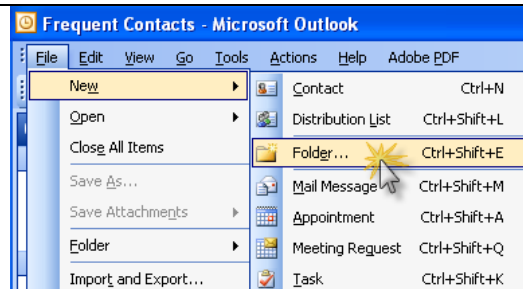
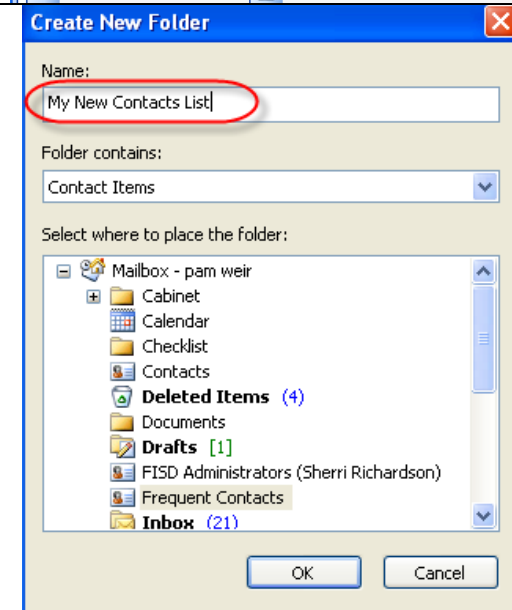


## Creating a New Contacts List (Address Book of Groups)

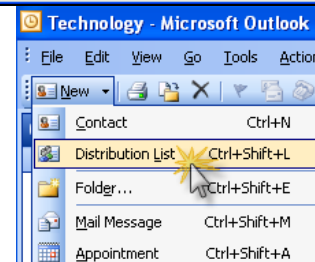
From the Contacts navigation pane, go to File/New and choose Folder.



Type in a name and click OK.



With your new Contact list highlighted, go to New/Distribution List.

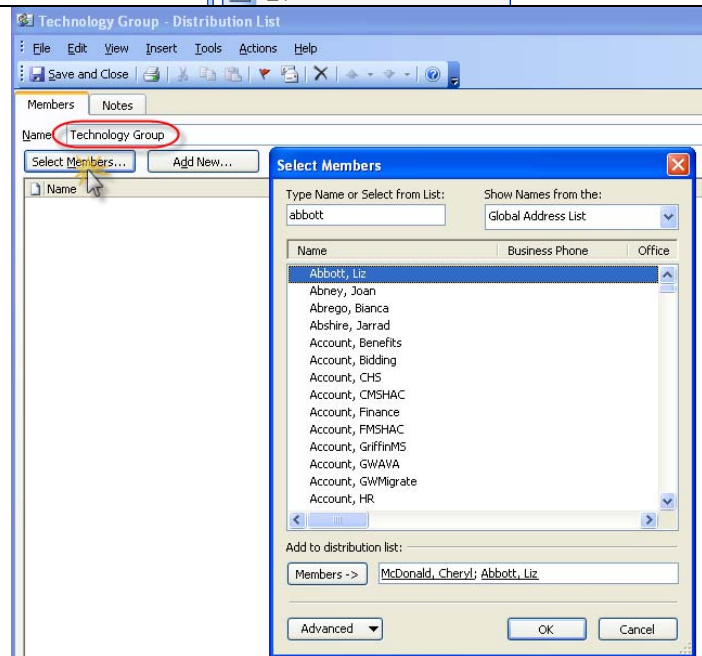


Type in the name for your new Distribution List (group).

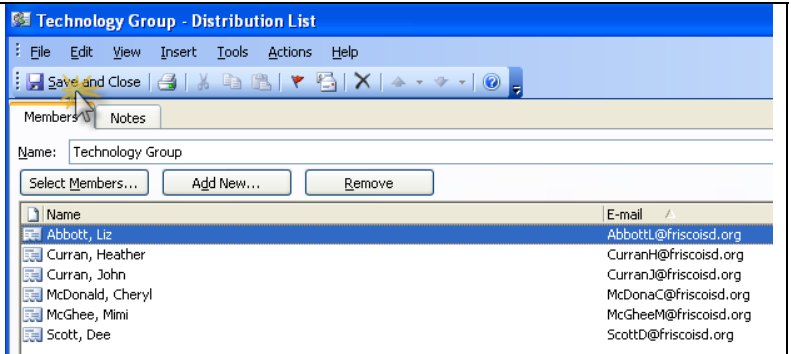
Click Select Members to add people from within the district or in any of your current address books. Double click each name in the list to add them to Members.

If you want to add someone not in any of your address books, click Add New and type in the information.

When finished, click OK.

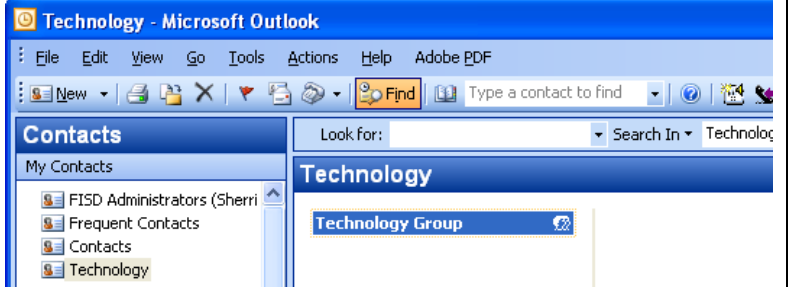


Click Save and Close



You will now see the new Distribution List (group) in your Contacts book.

Follow the same steps to add more Distribution Lists.



To send an e-mail to the group, click the name of the group and click the New Message to Contact icon.

