

Technology Tip #12: Distributing a Contact List in Outlook

You have a contact list which you wish to distribute to others.

Microsoft Outlook contacts can be grouped together in a logical grouping to create Distribution Lists. Sometimes, these lists can be helpful for others in your department.

By far the easiest method to distribute an Outlook distribution list is to attach a Copy and Paste the list to an open e-mail window. The recipient would then “Drag n’ Drop” the attachment into their Contacts.

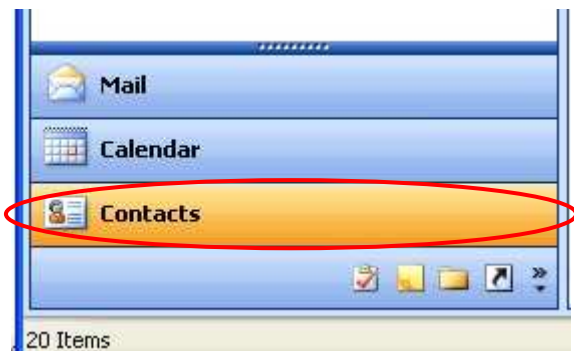
Here’s a simple procedure to follow to ensure your distribution list is sent:

Notes:

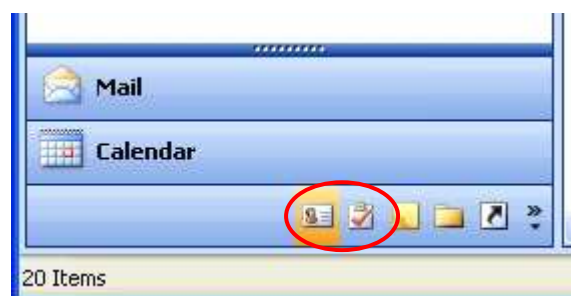
- Distribution lists sent as attachments are **not** dynamically updated. Thus, changes made to the original list will **not** be reflected in any list previously sent.
- These steps do not work when accessing your SNHU e-mail account from a location not attached to the server.

Step 1: Locate the Distribution list to Send in Contacts

- Open Microsoft Outlook
- Go to the contact view in Outlook

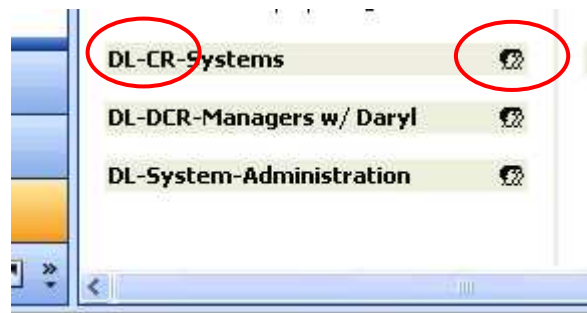


Or

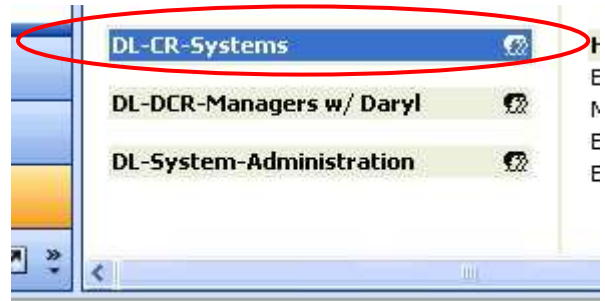


- Locate the Distribution list you wish to send. The “people” icon to the right easily identifies a Distribution List.

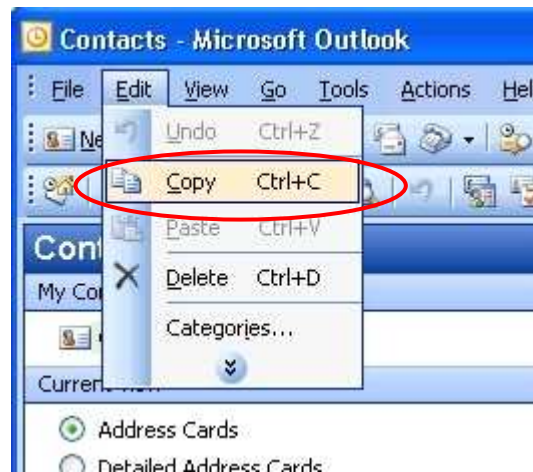
Ex: the example on the right has **DL** as a pre-fix as another way to indicate this is a **Distribution List**.



- **Left Mouse click once** to highlight the DL to send

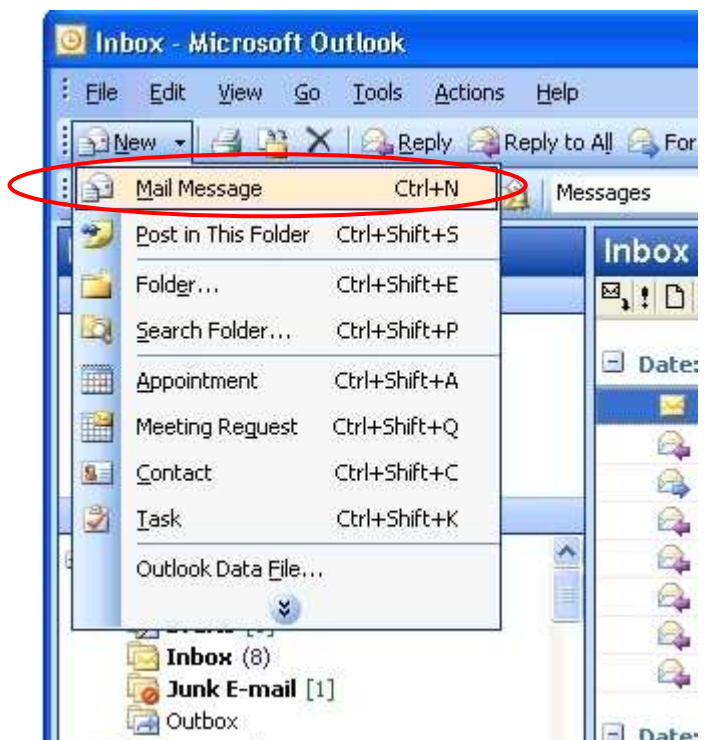


- From the Edit menu, choose **Copy**

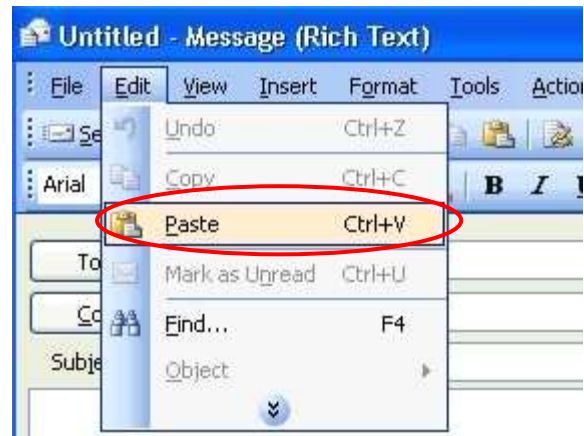


Step 2: Open a new message Window

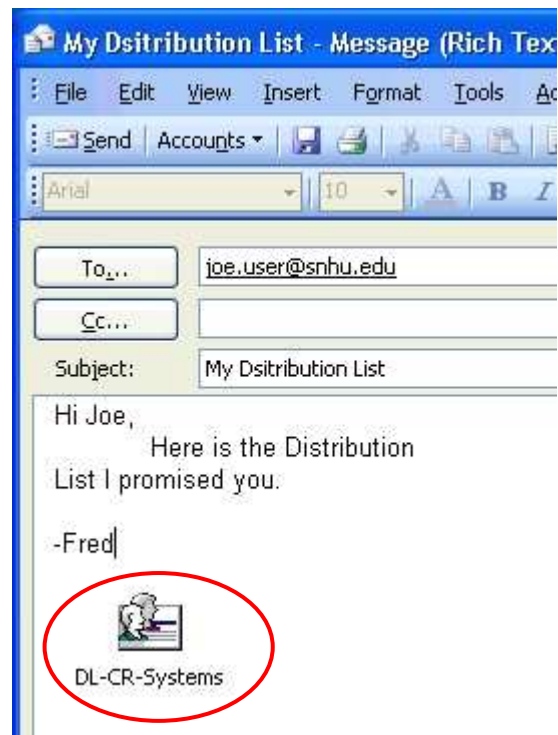
- Click on “New”, and choose “Mail Message” to open a new Message window



- In the New Message Window, click once in the body of the Message, then choose **Paste** from the Edit Menu



- The result will be a Icon appearing in the body of the Text which will contain all the information within the Distribution List **or** the distribution list contained on the attachment line
- Add the intended recipient to the **To...** field, a subject to the **Subject** field, and additional text is desired
- Click Send to send this message with the Distribution List attached.



Step 3: Received a Distribution List?

- In the message window or on the attachment line:
 1. Select the attachment
 2. Drag and Drop the attachment from the Message window to the Contacts folder in Outlook

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