



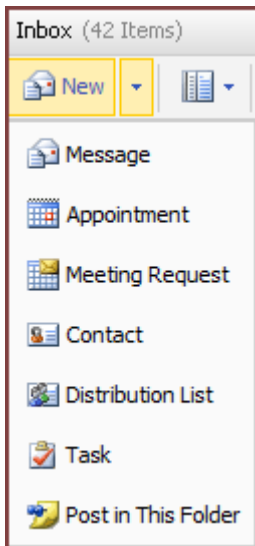
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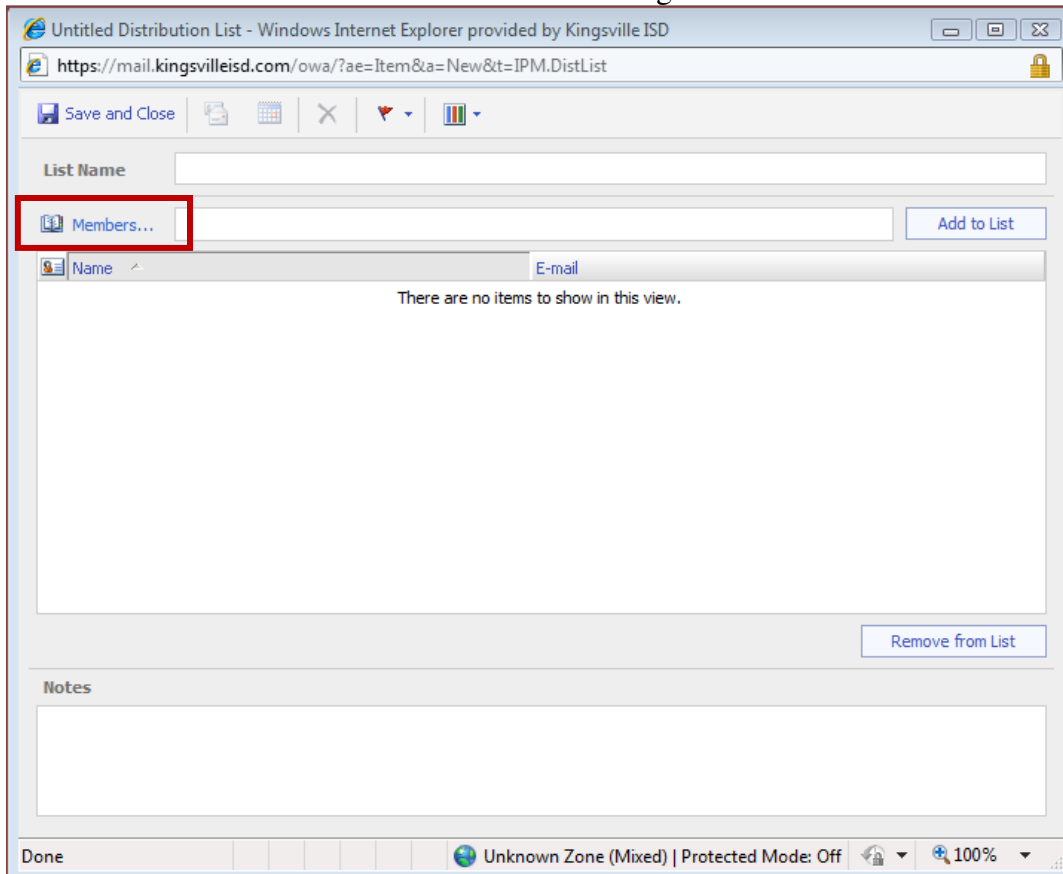
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## OWA - Create Personal Distribution Lists

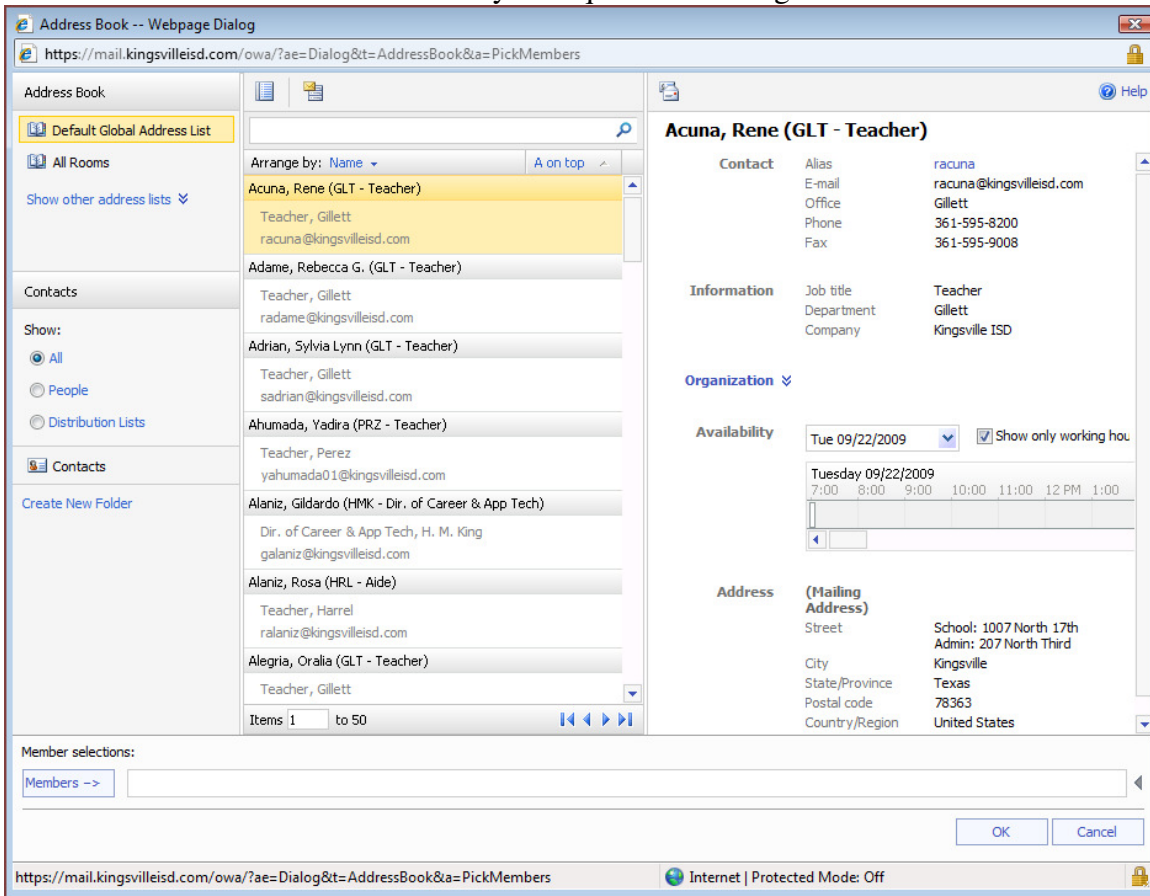
1. Left-click on the arrow to the right of the **New** icon



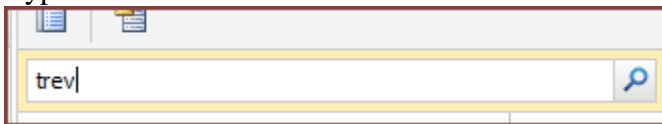
2. Scroll down and left-click on **Distribution List** to get this screen



3. Left-click on **Members** as indicated by red square above to get this screen

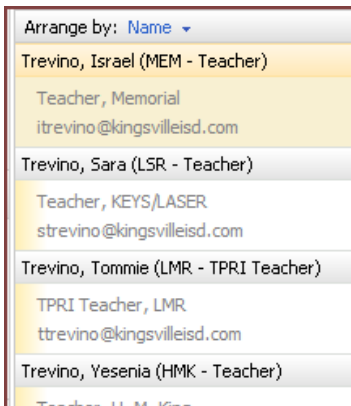


4. Automatically defaults to the Global Address List  
5. Type the first few letters of the individuals LastName in the search box



and press the **Enter** key to execute the search

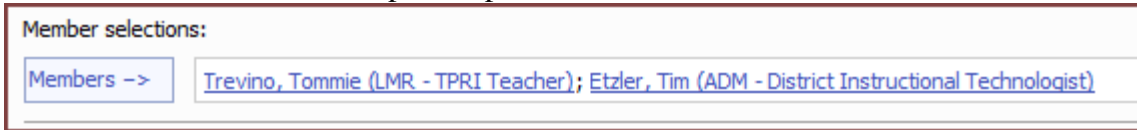
6. Below in the email address list all possible matches will be displayed



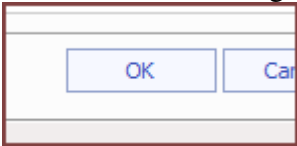
7. Scroll through the list and double left-click on the name to add to your members list which will appear at the bottom of the screen in the **Members ->** field box



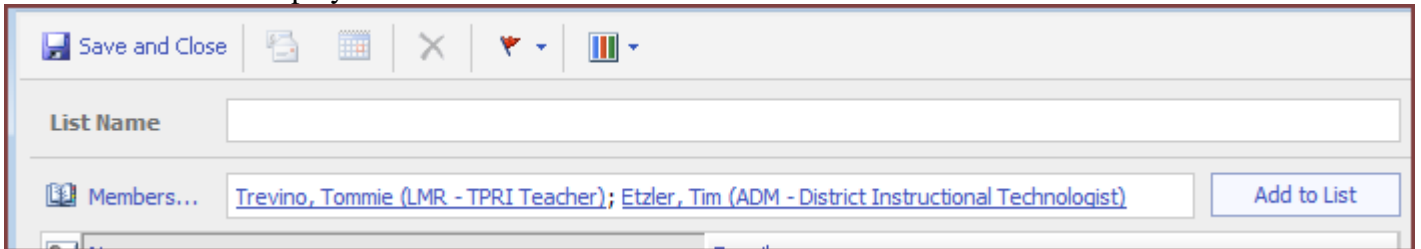
8. To add additional members repeat steps #5 and #6 until all names are shown in the Members field box



9. When finished adding members left-click on the **OK** button

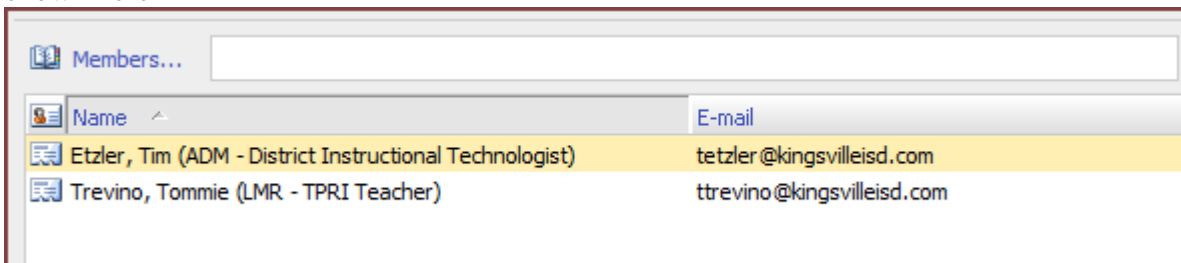


10. Names will still be displayed in the Members field box as shown below

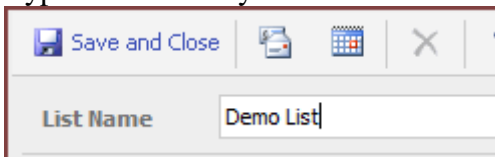


11. Left-click on **Add to List**

12. At this point all members are moved from the Members field box to the Members Subscription box as shown here



13. Type the name of your distribution list in the **List Name** as shown here



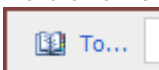
14. Once the List Name is completed then left-click on **Save and Close**

15. To send to a Personal Distribution List follow these steps

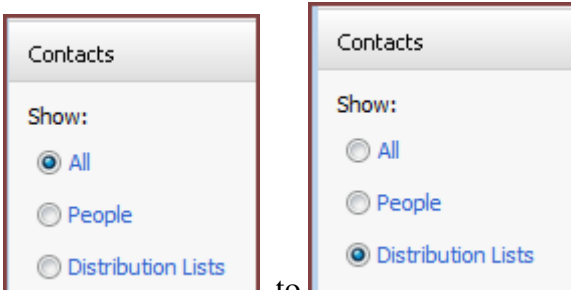
- a. Left-click on the **New Icon**



- b. Left-click on the **To: icon**

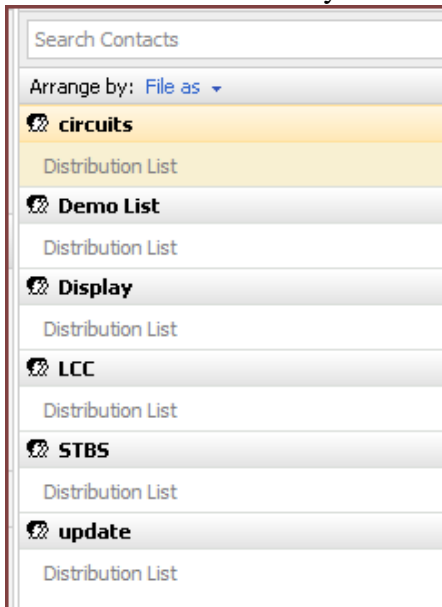


- c. In the **“Contacts”** area left-click on **Distribution Lists** to change it from **All**

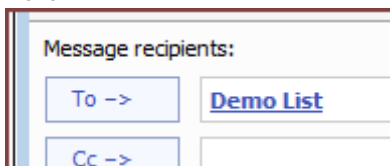


to

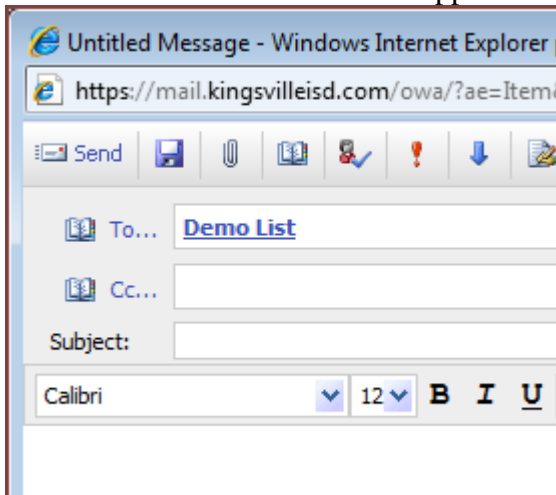
- d. Now in the email list only Distribution Lists are displayed as shown here



- e. Double left-click on the Distribution List name you wish to send an email  
f. At the bottom of the screen the name of the distribution list will appear in the **To ->** field as shown here



- g. Left-click on the **OK** button  
h. Now the Distribution List name appears in the email composition screen as shown here



- i. Compose your email and then left-click on the **Send** button