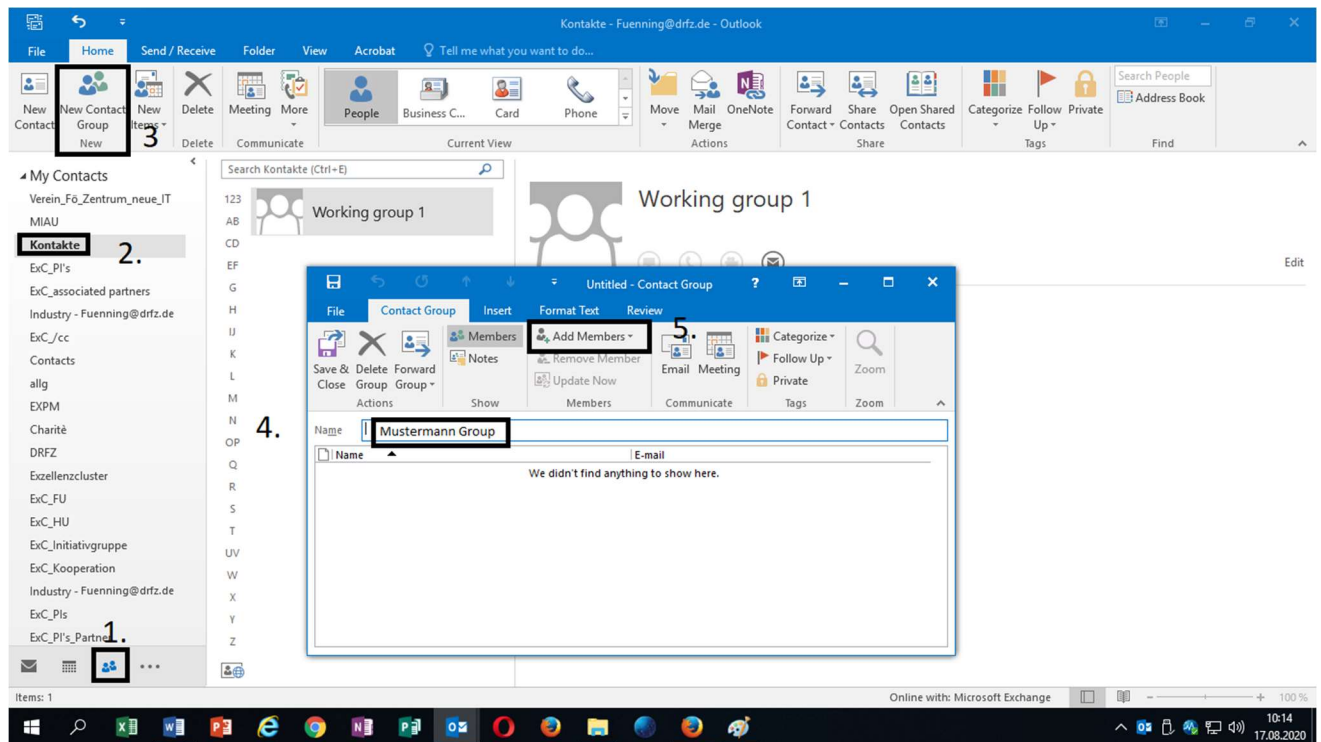
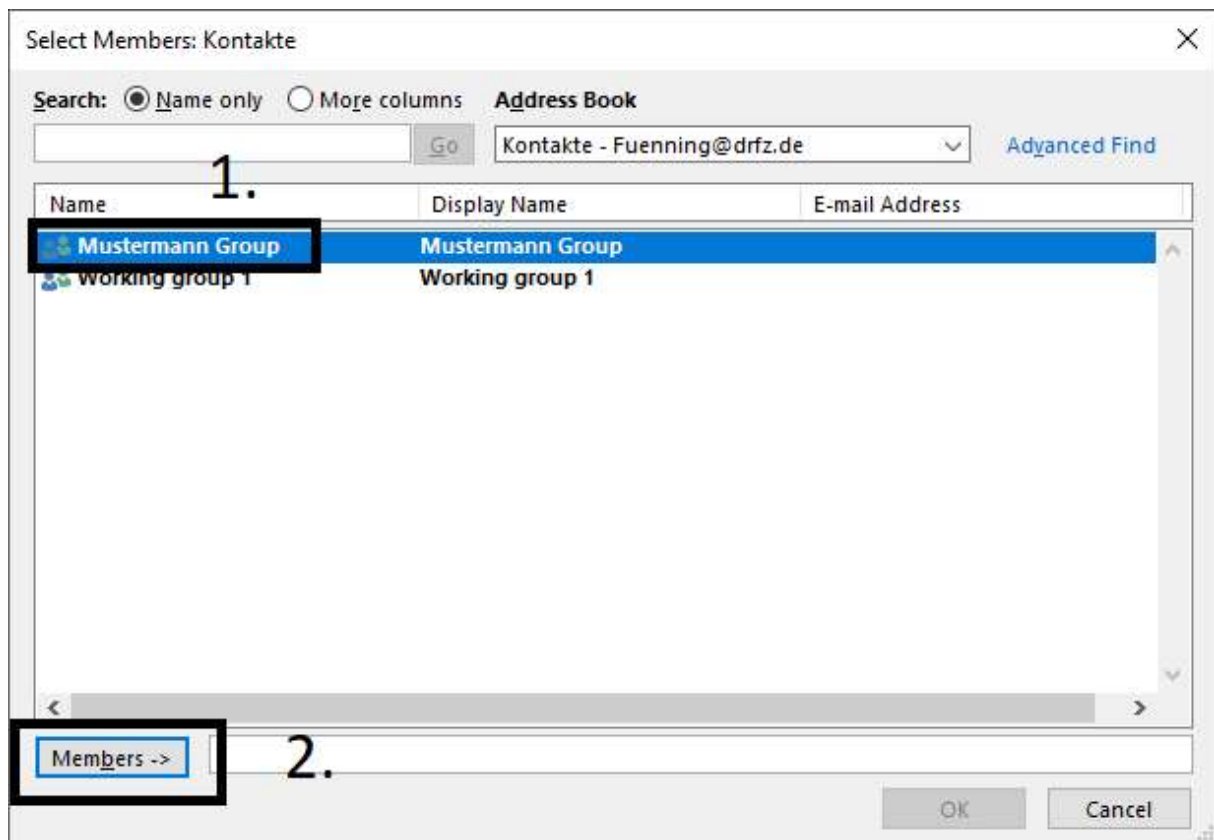


Outlook-distribution-list-creation

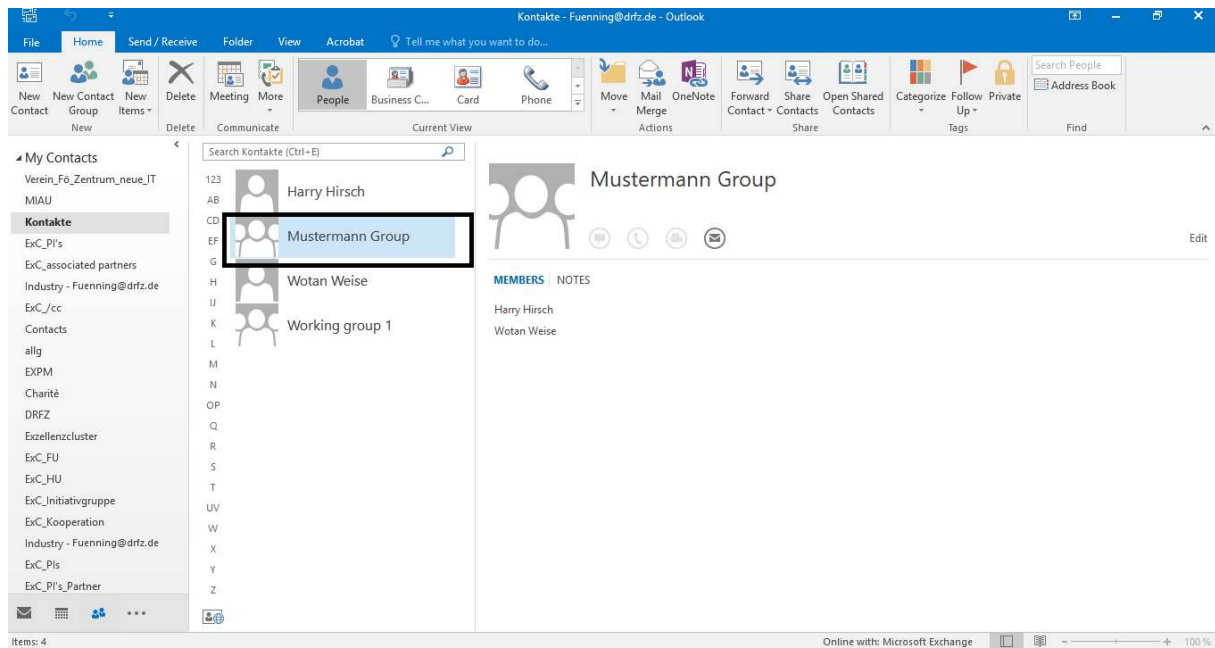


1. In Outlook, click the **people icon** in the lower left corner of the compact navigation bar.
2. In the sidebar on the left, select the **contact group** (Kontakte, Contacts, etc.) in which you want to save the distribution list.
3. Click on **New Contact Group** at the top of the toolbar.
4. In the new window, **assign a name** for the new distribution list.
5. Now click on the **Add Members** button and select Outlook or Address Book contacts as source.



1. Select the e-mail addresses to be included in the distribution list from the list displayed.
2. Confirm members with the button **Members** at the bottom left.
3. Finally, click on **OK**.
4. Now click on the **Save & Close** icon in the upper left corner of the previous window to save the new distribution list.

Now the new distributor appears in the list of contacts:



In the e-mail view you can now compose a new e-mail and select the created distribution list as addressee.