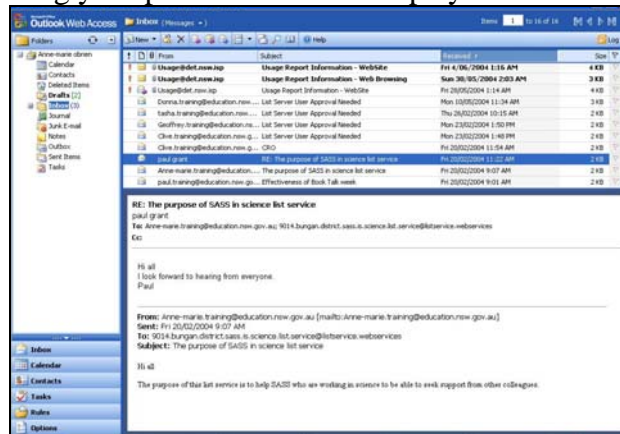


Using a personal distribution list

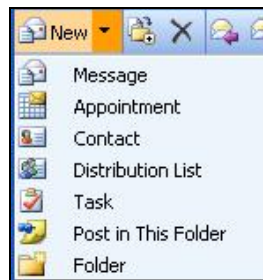
All users have the ability to create distribution lists. A distribution list can be created to simplify addressing messages to a group of people. Distribution lists are stored in the Contacts folder.

Creating a personal distribution list:

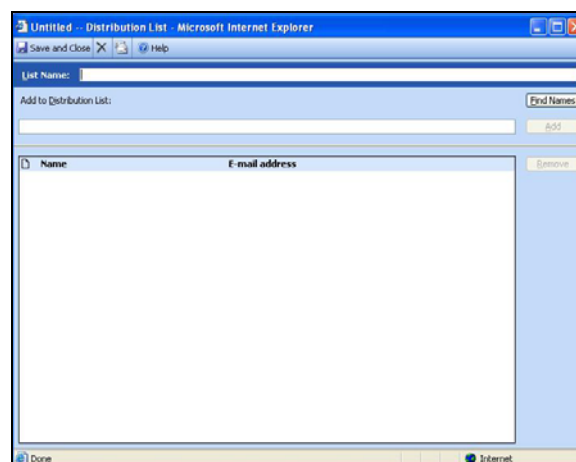
1. From the DET Portal, click **My email**.
2. A new window showing your personal inbox is displayed.



3. Click the down arrow next to **New** in the top navigation bar of the Outlook Web Access window and click **Distribution List**.



4. A new *Distribution List* window is displayed.







5. Type the name of the distribution list your are creating in the **List Name** field.
6. Click **Find Names** to search the directory for members to add to the distribution list. The Global Address List (GAL) is then displayed.

7. To find individual users, type the first few letters of their last name in the **Last name** field then click **Find**.
8. Click once on the name of the individual to select.
9. Click the **Add recipient to... Distribution List** button. Repeat Steps 7 to 8 to search for additional members you would like to add to the distribution list.
10. Click the **Close** button, when all recipients have been added to the distribution list.

11. Click **Save and Close** in the top navigation bar of the *Distribution List* window.
12. Click the **Contacts** button on the left navigation pane to check if the distribution list has been created.

Sending an email to a distribution list:

1. From the portal, click **My email** in the DET Portal. A new window showing your personal inbox is displayed.
2. **New** in the top navigation bar of the Outlook Web Access window. A new message window is displayed.
3. In the **To:** field, type in the name of your personal distribution list.
4. Type a few key words in the **Subject** field to indicate what the message is about.
5. Type your email message in the text window.
6. Click  **Send**. Note: PC Internet Explorer users can click  to check the spelling and grammar of their message prior to sending it.
7. Close the email window by clicking  or  **Log Off** in the top right corner of the window.