



Question:

How do I set up an Email Distribution List?

Answer:

To create a list, follow these steps:

1. Click the Email icon from the header.
2. To add External Recipients > right click on the "#" cell from Send Message Window > select "Add Row". When the new row appears, add the name and email address of the person to be included.
3. To add Internal Recipients > click "Add Recipient" from the bottom right corner. (Note: You will not see yourself on this list. If you would like to include yourself, please create a separate Distribution List that includes only your email address)
4. Once you have added all the appropriate names, click "Save as Distribution List".
5. Enter Distribution List name
6. To open saved Distribution List (next time), click 'Add Recipient' button and choose Distribution List tab