

Addressing: Distribution Lists

About Distribution lists

- Distribution lists are a collection of users under a single distribution name.
 - The maximum number of users per Distribution list is 100.
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Contents

This publication contains the following topics:

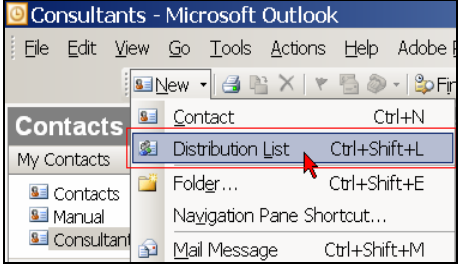
Topic
Creating Distributions lists
Handling Distribution list over maximum (100) members
Editing Distributions lists
Sending e-mail to Distribution lists
Adding Bcc to Distribution list

Applicable usage

Outlook 2003 Client

Addressing: Distribution Lists – Creating

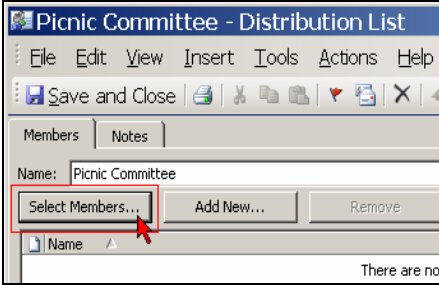
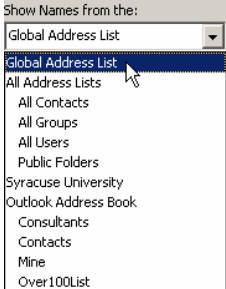
New Distribution List procedure

<i>Step</i>	<i>Action</i>
1	Select the Contacts folder you wish to add your Distribution List to.
2	<p>Click New >> Distribution List on the Contacts toolbar.</p>  <p><i>Result:</i> The Untitled – Distribution List screen will pop-up.</p>
3	Enter the new Distribution List name in the Name: field.
4	<p><u>Members can be added to the Distribution list (instructions below):</u></p> <ul style="list-style-type: none"> • From the Address Book or Contacts by selecting the User name or Distribution List • Manually by typing the user e-mail directly into the Members field

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Addressing: Distribution Lists – Creating, Continued


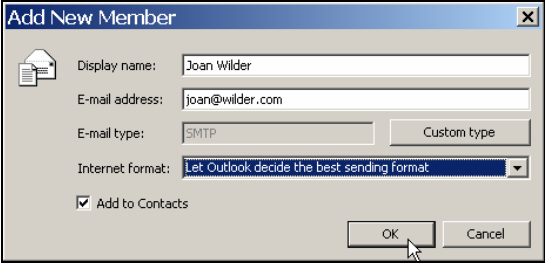


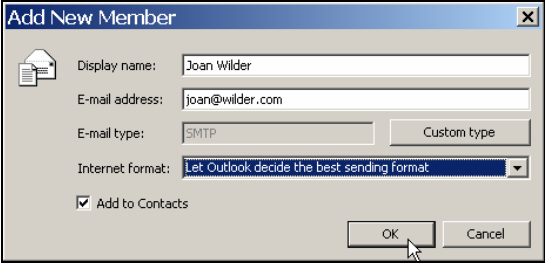


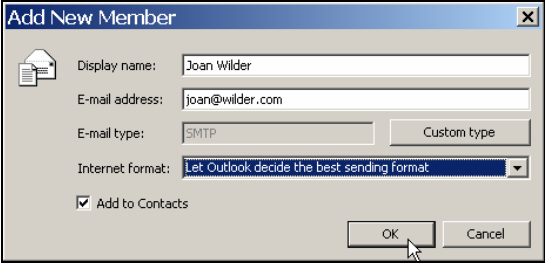

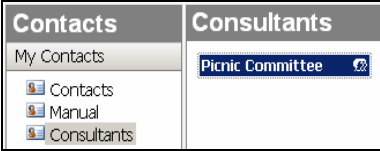
New Distribution List procedure (continued)

Step	Action	
5	To Select Members using the Address book	
	<p>Step</p> <p>1</p>	<p>Action</p> <p>Click Select Members... button.</p> 
	<p>2</p>	<p>Under the Show Names from the: list, select the Global Address List.</p> <p><i>Result:</i> Select Members screen will pop-up.</p> 
	<p>3</p>	<ol style="list-style-type: none"> 1. Highlight the Users or Distribution Lists to select them. 2. Click the Members button to load the selections into the Members field. 3. When done, click the OK button. <p><i>Result:</i> The Distribution List panel will appear with your selections.</p>

Continued on next page

Addressing: Distribution Lists – Creating, Continued

New Distribution List procedure (continued)

Step	Action									
6	<p>To Manually Add New Members</p> <ul style="list-style-type: none"> • For people outside the University and not on Address Book or Contacts • Repeat steps as needed for each <table border="1" data-bbox="493 537 1414 1360"> <thead> <tr> <th data-bbox="493 537 579 573">Step</th> <th data-bbox="579 537 997 573">Action</th> <th data-bbox="997 537 1414 573"></th> </tr> </thead> <tbody> <tr> <td data-bbox="493 573 579 747">1</td> <td data-bbox="579 573 997 747"> <p>Click Add New... button.</p> <p><i>Result:</i> Add New Member screen pops up.</p> </td> <td data-bbox="997 573 1414 747">  </td> </tr> <tr> <td data-bbox="493 747 579 1360">2</td> <td data-bbox="579 747 997 1360"> <p>Fill in all information and click OK.</p> </td> <td data-bbox="997 747 1414 1360">  <p><i>Result:</i> New name appears in the member list.</p>  </td> </tr> </tbody> </table>	Step	Action		1	<p>Click Add New... button.</p> <p><i>Result:</i> Add New Member screen pops up.</p>		2	<p>Fill in all information and click OK.</p>	 <p><i>Result:</i> New name appears in the member list.</p> 
Step	Action									
1	<p>Click Add New... button.</p> <p><i>Result:</i> Add New Member screen pops up.</p>									
2	<p>Fill in all information and click OK.</p>	 <p><i>Result:</i> New name appears in the member list.</p> 								
7	<p>When all Members and Distribution Lists are added, click the Save and Close button.</p>									
8	<p>The Distribution list will be added into the Contacts folder you selected.</p> 									



Addressing: Handling Distribution lists with over 100 members

How to handle Distribution lists with over 100 members

To create Distribution lists with greater than 100 members, you must do the following:

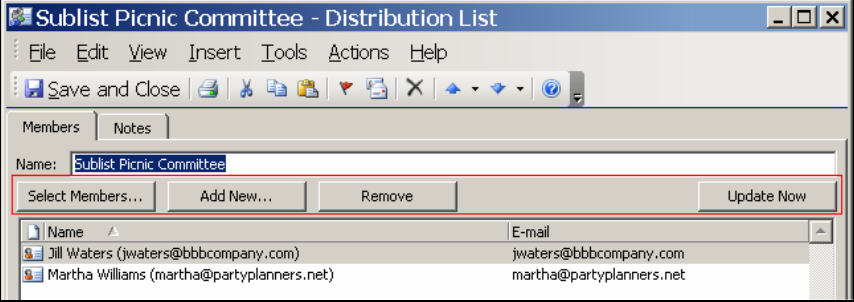
1. Create distribution lists (sub-lists) containing 100 or fewer members each.
2. Create a distribution list containing the sub-lists.

Procedure for Distribution list over 100 users

Step	Action
1	<p>Use the instructions above to create each of your sub-lists as shown in the example below:</p> 
2	<p>Select the Contacts folder you wish to add your full Distribution List to.</p>
3	<ul style="list-style-type: none"> • Enter the new full Distribution List name in the Name: field. • Click Select Members button.
4	<p>Under the Show Names from the: list, select the folder where your sub-lists reside.</p> <p><i>Result:</i> Select Members screen will pop-up.</p>
5	<ol style="list-style-type: none"> 1. Highlight the sub-lists to select them. 2. Click the Members button to load the sub-lists into the Members field. 3. When done, click the OK button. <p><i>Result:</i> The Distribution List panel will appear with your selections.</p>
6	<ol style="list-style-type: none"> 1. Make any changes to the list or the panel. 2. When complete, click the Save and Close button on the toolbar.
7	<p>Your full Distribution List will appear as a Contact in the folder you selected.</p> 

Addressing: Distribution Lists - Editing

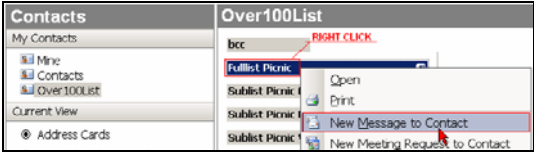

Edit Distribution List procedure

Step	Action								
1	<p data-bbox="553 310 1292 342">Open the Contact folder and the Distribution List to be edited.</p> 								
2	<p data-bbox="553 720 854 751">Make necessary changes.</p> <table border="1" data-bbox="553 787 1403 1039"> <thead> <tr> <th data-bbox="553 787 906 823">Use the...</th> <th data-bbox="906 787 1403 823">To...</th> </tr> </thead> <tbody> <tr> <td data-bbox="553 823 906 894">Select Members... button</td> <td data-bbox="906 823 1403 894">Add Users or Distributions Lists</td> </tr> <tr> <td data-bbox="553 894 906 966">Add New... button</td> <td data-bbox="906 894 1403 966">Manually add Users</td> </tr> <tr> <td data-bbox="553 966 906 1039">Remove button</td> <td data-bbox="906 966 1403 1039">Remove any existing Members</td> </tr> </tbody> </table>	Use the...	To...	Select Members... button	Add Users or Distributions Lists	Add New... button	Manually add Users	Remove button	Remove any existing Members
Use the...	To...								
Select Members... button	Add Users or Distributions Lists								
Add New... button	Manually add Users								
Remove button	Remove any existing Members								
3	<p data-bbox="553 1083 1146 1115">When complete, click the Save and Close button.</p>								

Addressing: Distribution Lists - E-mailing

Distribution List E-mailing Procedure

- Messages can be sent to Distribution Lists, sub-lists and others at the same time.
- Distribution Lists are eligible to “auto fill” in the To, Cc, Bcc fields.



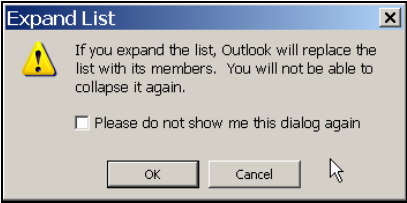

Step	Action
1	Open the Contact folder and the Distribution List to be e-mailed.
2	<p>Right-click on the Distribution List and click on New Message to Contact.</p>  <p><i>Result:</i> A new e-mail will open with the Distribution List in the To... field.</p> <p><i>Note:</i> Distribution Lists always appear with a plus sign in a box  preceding the name.</p>
3	Complete the e-mail and click Send .

Continued on next page

Addressing: Distribution Lists - E-mailing, Continued

Expanding Distribution Lists to see Sub-lists or Members

Note: Once you expand a Distribution List, you will not be able to collapse it again.

Step	Action
1	<p>Click on the plus sign in a box  preceding the name of the Distribution List.</p> 
2	<p><i>Note:</i> Outlook may display the following warning message. Read and click OK or Cancel.</p> 
3	<p>Outlook will display all members of the Distribution List.</p>  <p><i>Note:</i> Expanding a Distribution List comprised of sub-lists will display the sub-lists. To view Members, you must also expand the sub-lists.</p>

Adding Bcc to Distribution List

There is no Cc or Bcc option available when creating a new Distribution List.

You may Cc or Bcc a Distribution List or Users at the time you create the email.