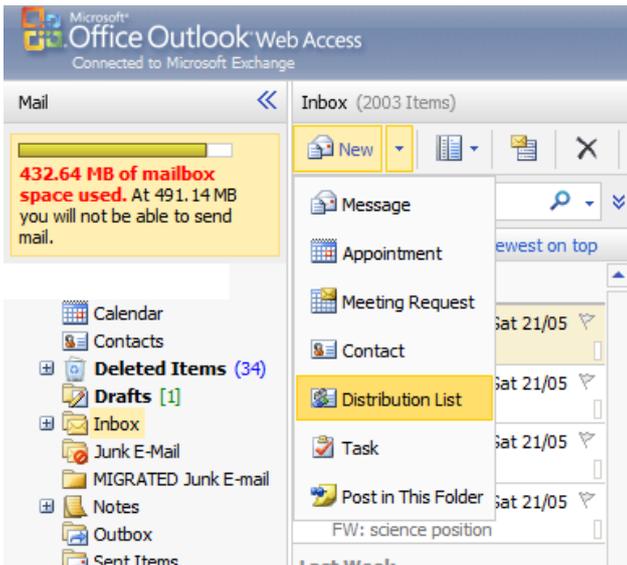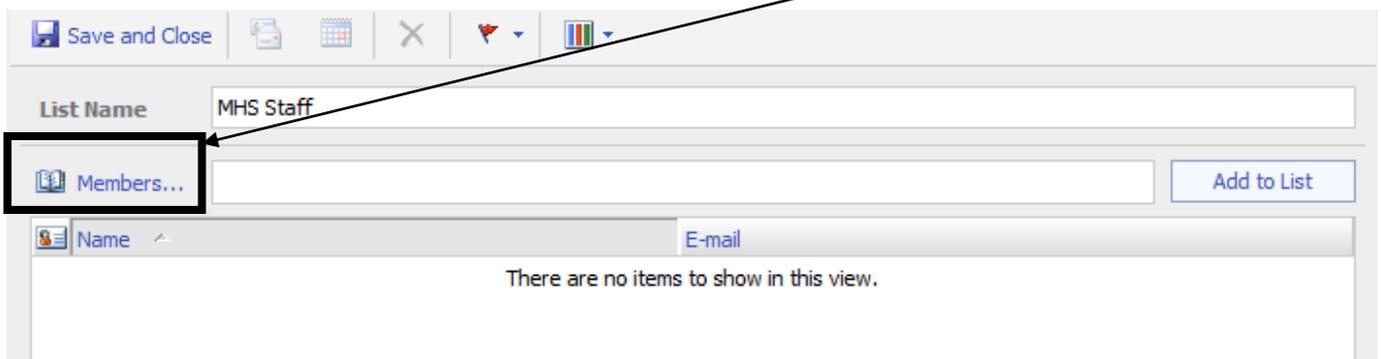# How to create distribution lists in Microsoft Outlook Web Access
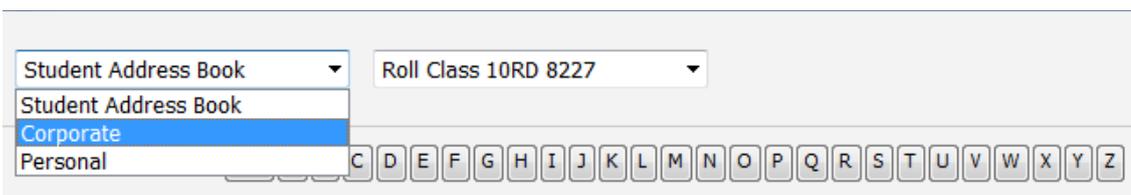
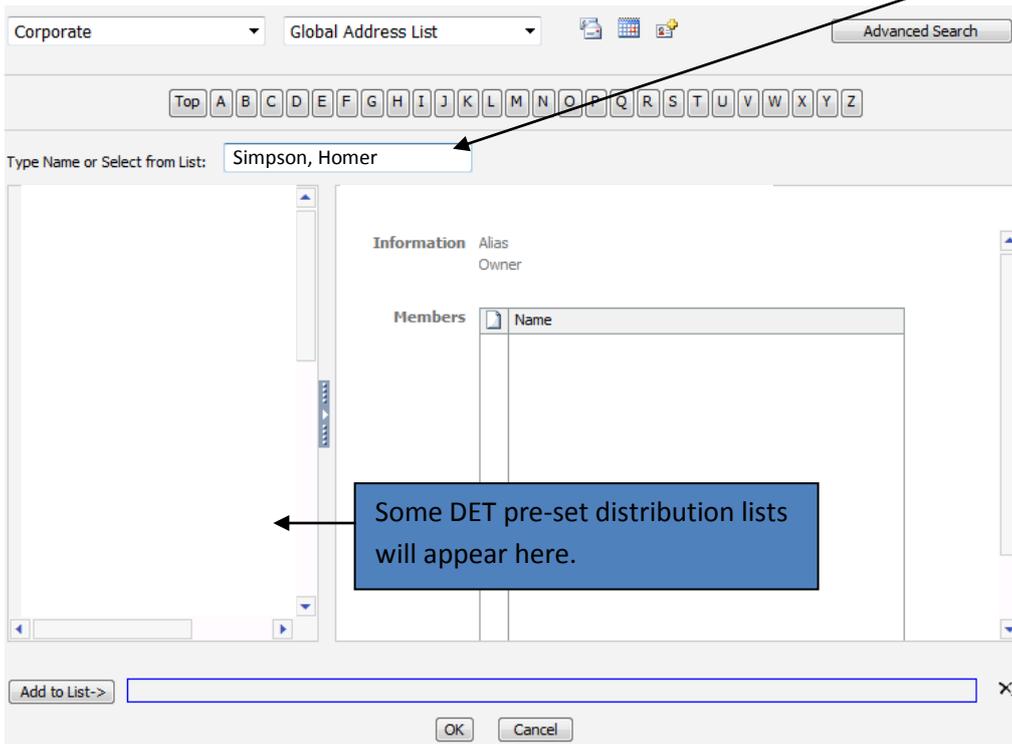1. In your portal email, click on **New > Distribution List**

2. Type an appropriate name for your distribution list and click on **Members**.


3. In the drop down menu click on **Corporate**.

3. Type the last name of the person you want to add to the list in the box next to **Type Name of Select from List**.

Tip: You can search for a person faster by typing in their full name. It needs to be done in the format of **Last name, first name**. For example: **Simpson, Homer**.

Some DET pre-set distribution lists will appear here.

Once you've typed in the last name, a list of options of people with that last name will appear. Double click on the person's name to add them to your list. Their names will appear in the box next to **Add to List**.
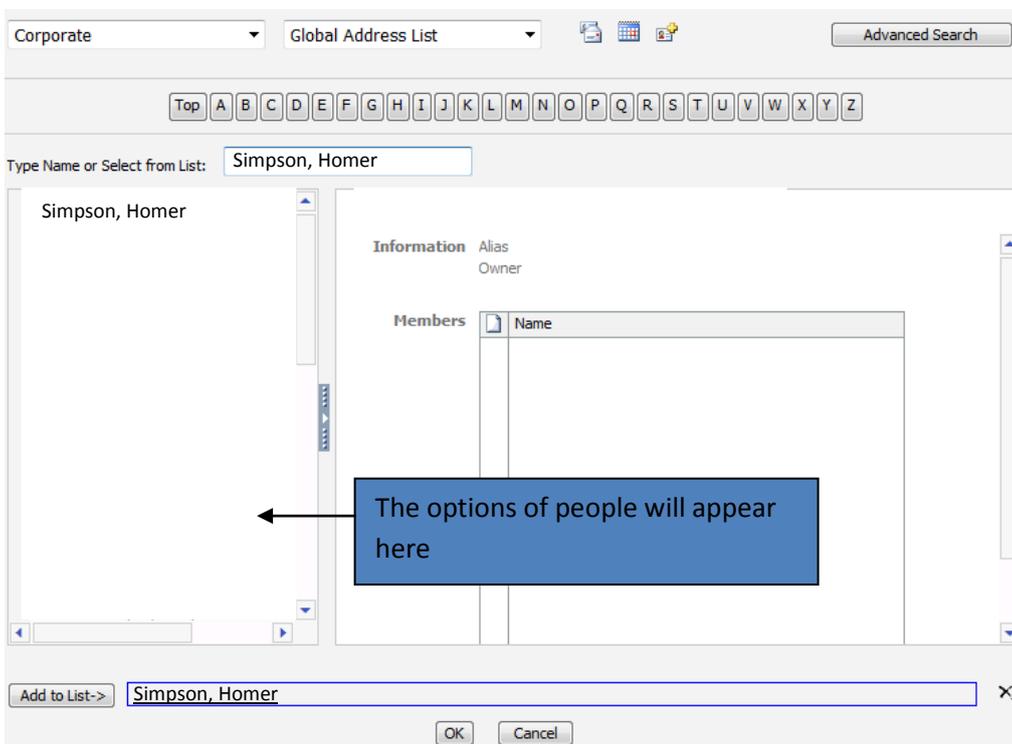
The options of people will appear here

Delete button

If you make a mistake and added the wrong person, click on their name in the box next to **Add to List**. A yellow box will appear over the name. Then click on the **Delete X** button to delete that person.
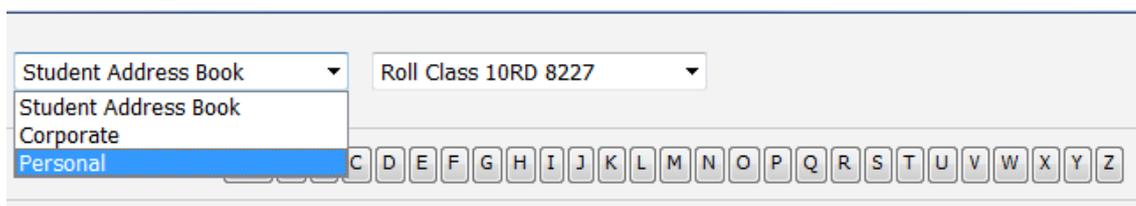
Once you have added everyone you need, click **OK**.

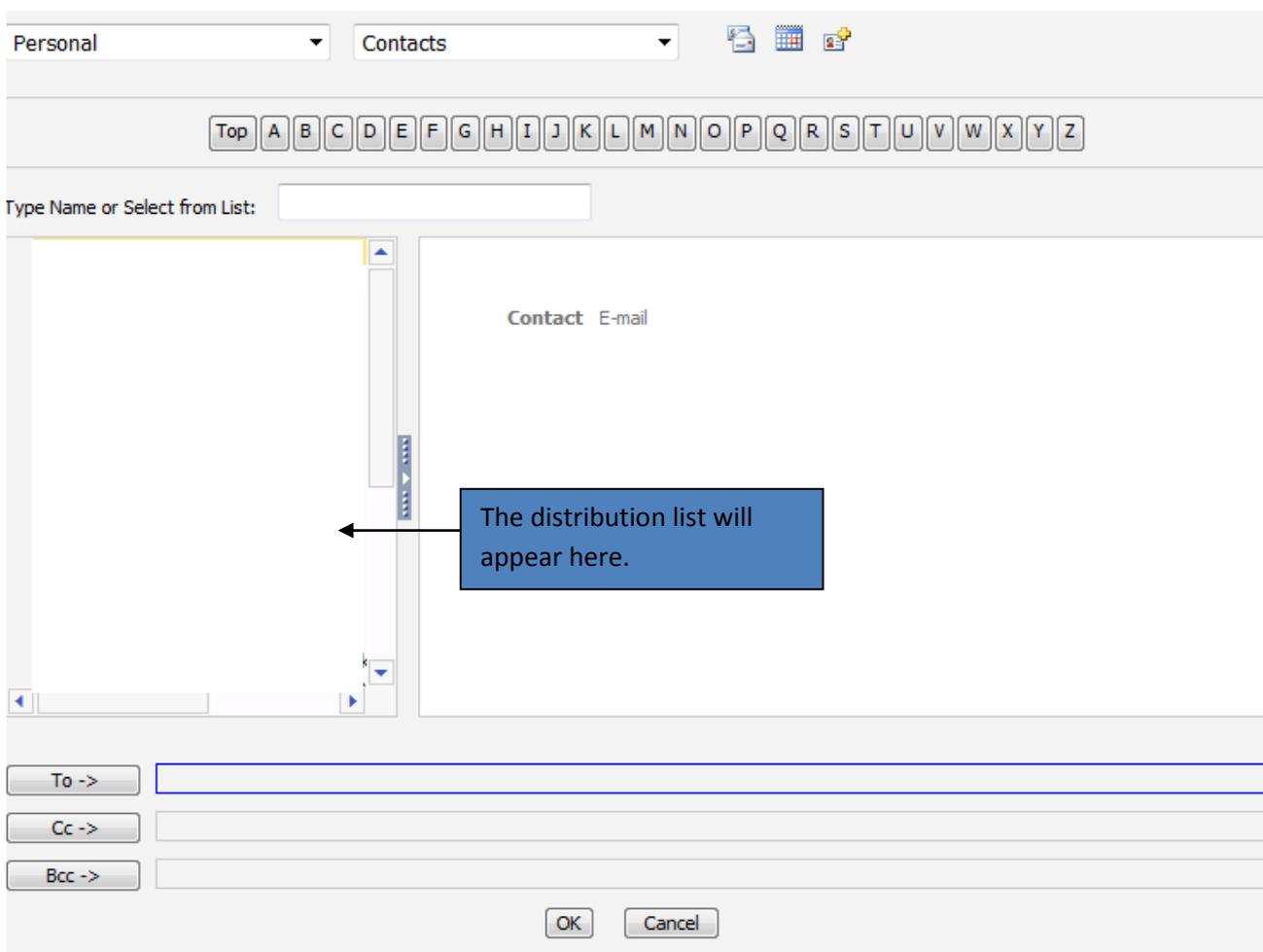## How to use your distribution list when sending emails

4. Open a new email.
5. Click on **To**
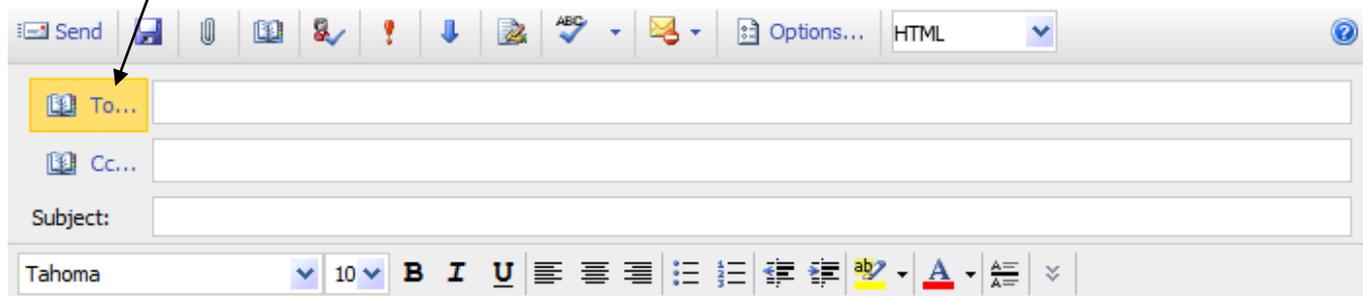
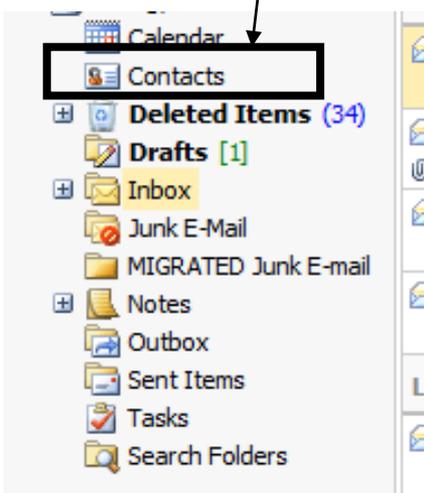6. Select **Personal** in the drop down menu.

The distribution list will appear on the left hand side. Double click on the name of the distribution list and click **OK**.

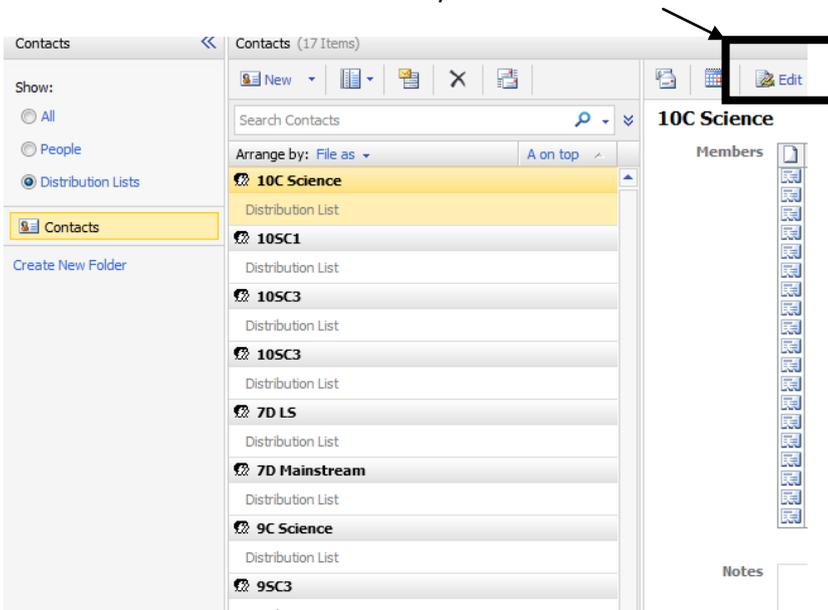The distribution list will appear here.

How to edit distribution lists

7. Click on **Contacts** on the left hand side of your portal email menu.

8. Click on the radio button next to **Distribution Lists**. Select the distribution list you want to edit. The distribution list will become yellow. Click on **Edit**.

9. Add and/or delete the people as required.

    To add a person type their name in the following format **Last name, First name** in the box next to **Members**. Then click **Add to List.**

    To delete a person double click on their name and click **Remove from List**.

    When you have finished editing the distribution list click **Save and Close.**

Type the person you want to add here: Last Name, First Name

Click **Add to List** to add the person to this distribution list

Save and Close

List Name   MHS teachers

Members...   Add to List

Name ^   E-mail

Remove from List

Click **Remove from List** to remove a person from this distribution list