Personal distribution list(s)
A personal distribution list may be created and maintained by an individual in order to send a single email to many people using an organized list.

Advantages
- Offers the ability to group many e-mail addresses together to send a single message.
- Can be created using addresses from the global address list or personal contacts, or a combination of both.
- Is able to be shared with others.
- Great for small lists.

Disadvantages/Limitations
- If list contains someone from the global address list (or your Contacts) and that entry is revised or deleted, the distribution list will **not** automatically be revised. It will need to manually be edited.
- Size limit is anywhere between 60 to 120 entries. **Why the wide range?** If your distribution list is comprised of contacts, it is dependent on how much info you capture in your contact cards. If it’s simply a name and email address, it will take up a small amount of space. If you capture a lot of detail in your cards, they will take more space.
- **Cannot** be used for mail merges, instances where you may wish to send an individualized email or letter.
- When sharing a personal distribution list, consisting of members **not** listed in the global address list, the other person must have same personal contacts listed in their Contacts.
Subfolder under Contacts

Advantages
- Ability to create separate folders for different types of contacts. Example: Separate folders for personal contacts and business contacts.
- Can be created using addresses from the global address list or your personal contacts, or a combination of both.
- Can be used for mail merges, instances where you may wish to send an individualized email or letter.
- If an email address changes, it is revised directly in the card.

Disadvantages/Limitations
- A separate contact must be made for each individual in this folder.
- Entries from the global address list must be copied into this folder if you wish to include them in a mailing/merge project.
Creating a personal distribution list

To create a personal distribution list, click on the down arrow next to New. Choose “Distribution List.”

Or, click File – New – Distribution List

The following window will appear:

1) Name your group

2) Click “Select Members” to choose people from the global address book for your list. (Note: If you wish to include personal contacts in your list, click on the arrow next to Global Address List and choose Contacts.)

Click “Add New” if you need to add someone who is not in either the Global Address List or your Contacts.

This window will appear which you can fill out.

Put a checkmark in the “Add to Contacts” field if you wish to add this person as an individual contact in addition to adding them to your distribution list.

Click Save and Close when done.
Send email to a distribution list

There are two ways of doing this:

1) Create an email. Click To in the email form to use the address book. Click on the drop down arrow next to “Global Address List” and choose Contacts. Select your distribution group and send email.

2) Choose Contacts in the navigation pane. Right click on the list you wish to send mail to. Choose Create - New Message to contact.

Sending e-mail to part of a distribution group

Once you have selected your distribution list and see it in the To field, you will notice a + sign appears to the left of the group name, as illustrated below:

- Click on the + sign to expand the group...a warning window appears...click OK.
- The names of the individuals in that group will appear. Edit the names as you wish and send your e-mail.
- This will edit the group for this one-time send. It does not permanently edit the group.
- Note: This works for personal distribution groups and public groups (as listed in the global address book).

Important Note: This does NOT work for the Everyone group or any group that has a symbol such as this before their group name - 🗝️Everyone
Microsoft Outlook 2007

Confidential send to members of a distribution list (names not visible in To field).

Create your email as usual

- Add your name in the To field.
- Add your distribution list in the Bcc field. (If Bcc is not visible in your email form, click the Options tab – Show Bcc.)

Edit Distribution List

Click on Contacts under the navigation menu.

- Double click on your distribution list to open it for editing.

**Warning! Clicking the X will delete entire distribution list!!!**

Highlight name and click **Remove** to remove them from the list.

**Click Save and Close when done.**
Accidentally delete your distribution list?

**It is extremely easy to delete a distribution list, but there is a way to get it back!**

Follow these steps:
Click on Folder List (bottom left navigation item) – if you don’t see it there, click Go – Folder List.
Click on the Deleted Items folder in the Folder List.

Under the Deleted Items area, you should see the “group” icon listed… that’s your deleted distribution list.

**Tip:** If you don’t see the icon for the deleted distribution list, click the icon directly above it. It’s the “sort by” icon. Click once to sort – if you still don’t see it, click it again.

You must now move the deleted distribution list back into contacts. To do that, left click on the list and drag it to the Contacts folder showing under the folder list. Once that’s occurred, you will be able to use your distribution list as you have in the past.
Share personal distribution list

To share your list:

- Click on Contacts under the navigation menu.
- Right-click on the list you wish to share. Choose Send Full Contact – In Outlook Format.

An email message will open with your list attached. Address accordingly and send.

When the other person receives your email, they will need to drag the attached distribution list into their Contacts folder. It’s easiest to open the email first...keep the email open. Click the Folder List navigation area. Drag the attachment to the Contacts folder showing under the Folder List.