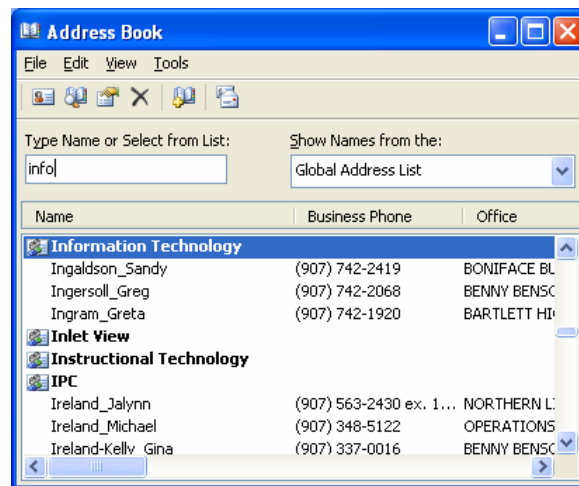


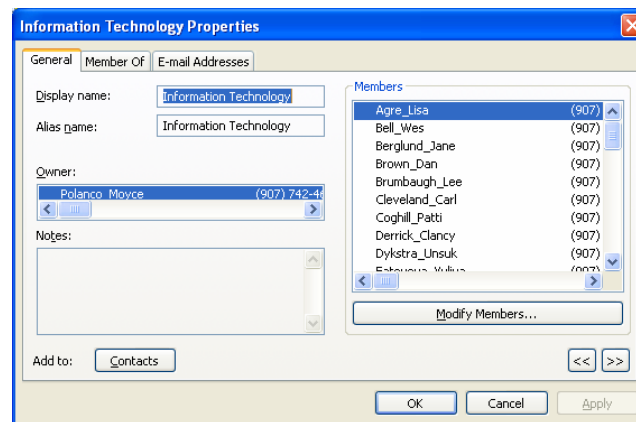
Managing Distribution Lists in Outlook 2003

Information Technology will create Distribution Lists (Groups) for schools and departments. Designated mail contacts will be assigned permissions to manage their site's Distribution List. Designated mail contacts will be responsible for keeping their lists current. Users may be added or removed by following these instructions.

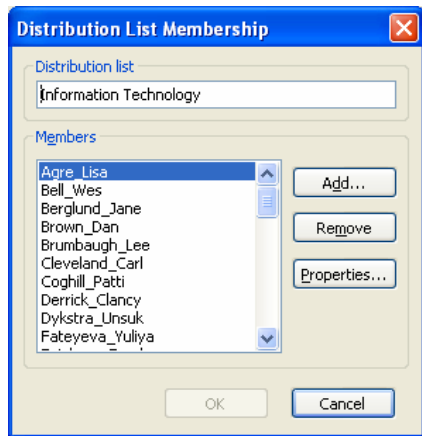
While in your mailbox, click the **Address Book**.



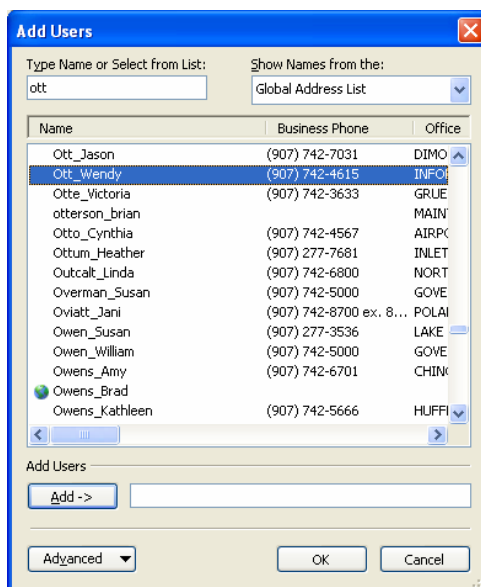
Begin typing the name of the Distribution List you want to edit. Highlight the appropriate Distribution List and double-click it to open it.



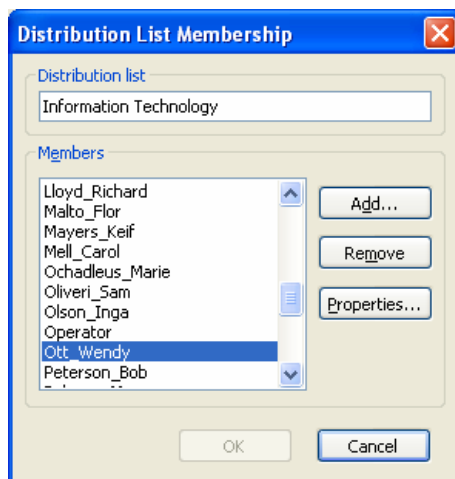
Click **Modify Members...**



To add a new member, click **Add...**



Begin typing the member's last name. Click the appropriate name and click **OK**.



To delete a member, select the appropriate name and click **Remove**. Click **OK** to exit.