

Create and edit a distribution list

Applies to: Microsoft Office Outlook 2007

A distribution list is a collection of **contacts**. It provides an easy way to send e-mail messages to a group of people. For example, if you frequently send messages to the marketing team, you can create a distribution list — called "Marketing Team" — that contains the e-mail addresses of everyone on that team. A message sent to this distribution list goes to all recipients listed in the distribution list. You can include distribution lists in messages, task requests, meeting requests, and even in other distribution lists.

Create a distribution list

Distribution lists are stored by default in your **Contacts** folder. If you use a Microsoft Exchange account, your **Global Address List** can contain global distribution lists, which are available to everyone who uses that network. The **personal distribution lists** that you create in your **Contacts** folder are available only to you, but you can [share them by sending them to others](#).

How many names can I include in a distribution list?

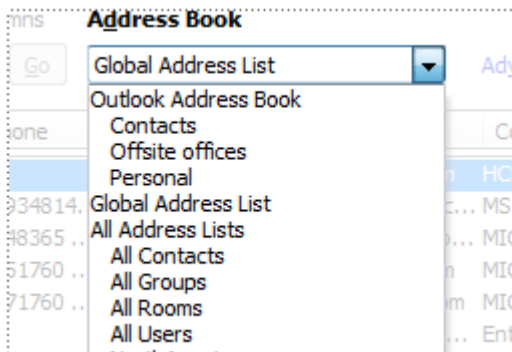
The maximum number of names that you can include in a distribution list depends on the size of the contact files (for each contact) themselves. There are no hard and fast rules but in general, a distribution list can contain between 50-70 names and e-mail addresses. A maximum number of e-mail addresses, with minimum contact file size, is approximately 125, and this can include other distribution lists.

Do one of the following:

Create a distribution list by using names in the Address Book

1. On the **File** menu, point to **New**, and then click **Distribution List**.
2. In the **Name** box, type the name of your distribution list. (For example, "Political Friends.")
3. On the **Distribution List** tab, click **Select Members**.

4. In the **Address Book** drop-down list, click the address book that contains the e-mail addresses you want




to include in your distribution list.

5. In the **Search** box, type a name that you want to include. When the name you're searching for appears in the list below, click it, and then click **Members**.
6. Do this for each person whom you want to add to the distribution list, and then click **OK**.

If you want to add a longer description of the distribution list, on the **Distribution List** tab, click **Notes**, and then type the text.

The distribution list is saved in your **Contacts** folder under the name that you give it.

Create a distribution list by copying names from an e-mail message

1. In the message that you want to copy the names from, select the names in the **To** or **Cc** box.
2. Right-click your selection, and then click **Copy** on the shortcut menu.
3. Click the **Microsoft Office Button** , and under **Create New Outlook Item**, click **Distribution list**.
4. On the **Distribution List** tab, in the **Members** group, click **Select Members**.
5. At the bottom of the **Select Members** dialog box, in the **Members** box, right-click and then click **Paste** on the shortcut menu.

NOTE A member does not need to be in your Address Book in order to be added to the distribution list. The member's name and e-mail address will be included when you copy and paste from the original e-mail message.

6. Click **OK**.

7. In the **Name** box, type a name for the distribution list.
8. On the **Distribution List** tab, in the **Actions** group, click **Save & Close**.

Add a distribution list received from someone else to your Contacts

Distribution lists are stored by default in your **Contacts** folder. When you receive a distribution list from someone else, you can save it to your Contacts.

1. Open the message that contains the distribution list.
2. In the header of the message, right-click the distribution list, and then click **Add to Outlook Contacts** on the shortcut menu.

Add or delete a name in a distribution list

You edit a distribution list by adding or deleting names.

Show me the names in a distribution list

Do one of the following:

View the names in the Address Book

1. In a new message, click **To**.
2. In the **Address Book** drop-down list, click the address book that contains the distribution list that you want information about.
3. In the **Search** box, type the name of the distribution list.
4. In the **Name** list, right-click the distribution list, and then click **Properties** on the shortcut menu.

 Why don't I see the **Name** list in the Address Book?

View the names in the header of a message or meeting request

- In the **To** box, click the plus sign (+) next to the name of the distribution list.

NOTE After the list is expanded, you cannot collapse the list again. Distribution lists in the **E-mail** field of a contact

cannot be expanded.

View the names in the Address Book

In a new message, click **To**.

In the **Address Book** drop-down list, click the address book that contains the distribution list that you want information about.

In the **Search** box, type the name of the distribution list.

In the **Name** list, right-click the distribution list, and then click **Properties** on the shortcut menu.

 Why don't I see the **Name** list in the Address Book?

View the names in the header of a message or meeting request

In the **To** box, click the plus sign (+) next to the name of the distribution list.

NOTE After the list is expanded, you cannot collapse the list again. Distribution lists in the **E-mail** field of a contact cannot be expanded


1. In **Contacts**, open the distribution list.

NOTE In list views, distribution lists are marked with .

2. Do one or more of the following:

- **Add an address from an address book or a contacts folder**

1. On the **Distribution List** tab, click **Select Members**.
2. In the **Address Book** drop-down list, click the address book that contains the e-mail addresses you want in your distribution list.
3. In the **Search** box, type a name you want to include.
4. In the **Name** list, click the name, and then click **Members**. Do this for each person whom you want to add to the distribution list, and then click **OK**.

 Why don't I see the **Name** list in the Address Book?

- **Add an address that is not in a contacts folder or an address book**

1. On the **Distribution List** tab, click **Add New**.
2. Type the information for the e-mail address, and then click **OK**.

- **Delete a name**

- Click the name, and then click **Remove**.