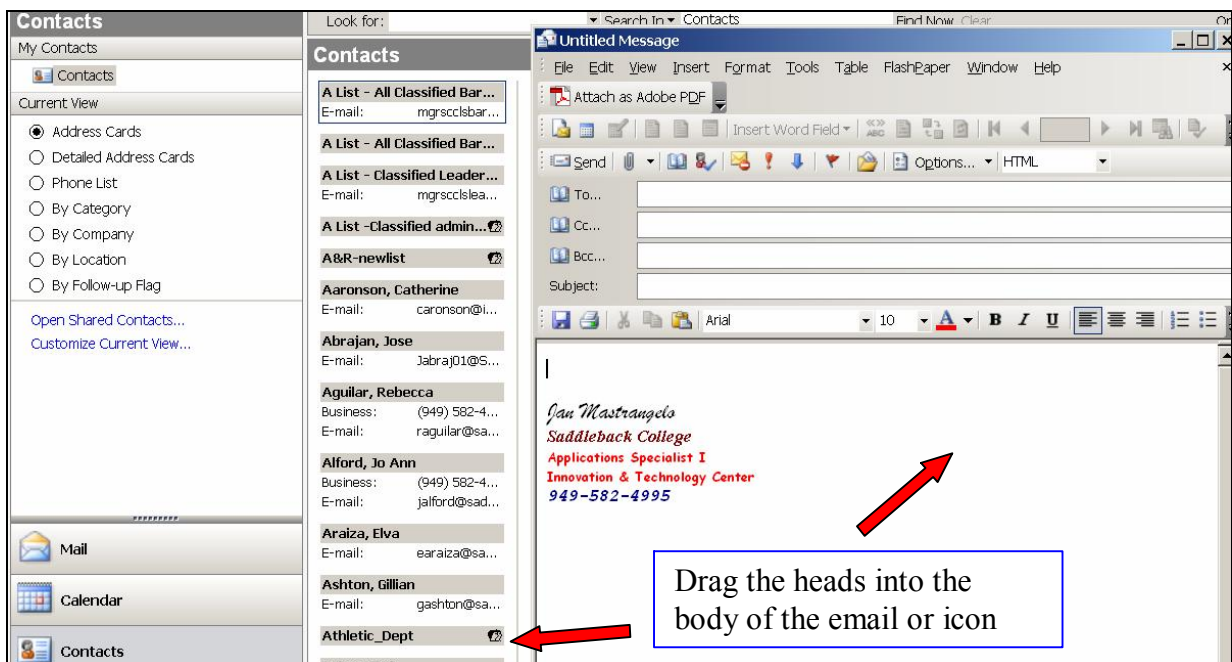


Emailing a Distribution List

If you ever have someone new come into the department and you want them to have instant distribution lists, there is an easy way for you to do this.

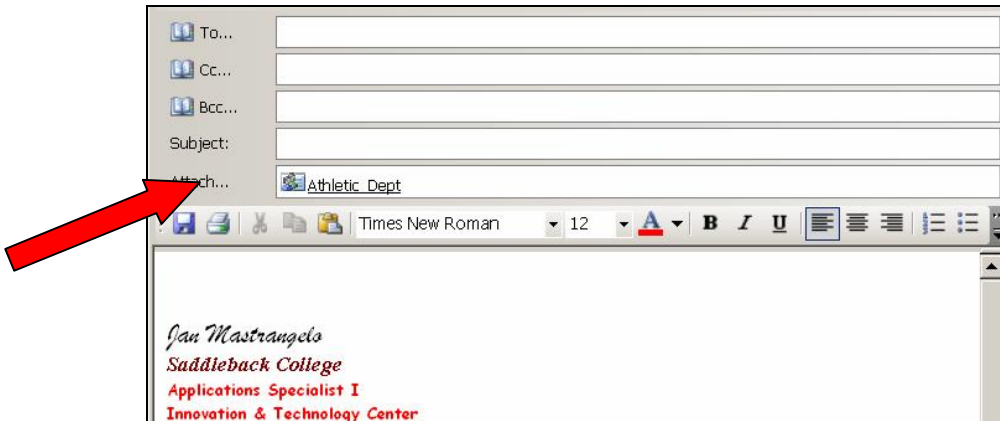
Open up your contacts and an email for the person who will be receiving the distribution list. Grab a hold of the “heads” of the distribution list and drag it into the body of the message you will be sending.



The distribution list will show as an attachment under the subject of the email. You can now send it to the recipient. Note that if when you drag the “heads” over the email disappears, you can then simply drag it to the lower tool bar displaying the icon and it will re-appear.

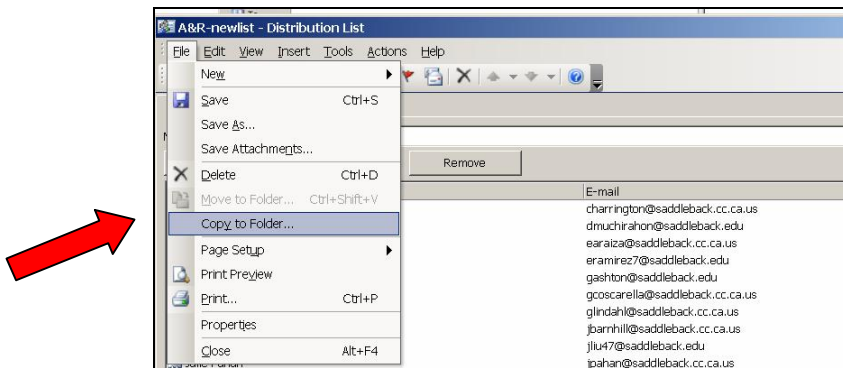


Emailing a Distribution List



Now send the email. When the user receives the email, they should take the following action.

Double click on the icon and the distribution list will appear.



Select Copy to Folder and select the Contacts folder and hit ok.

