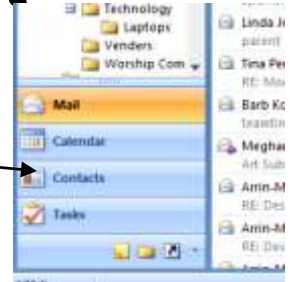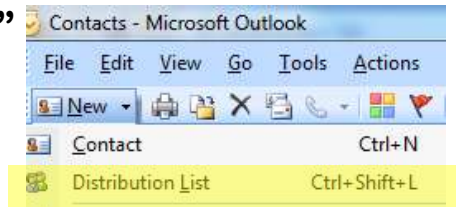# How to Make a Distribution List

1. **In Microsoft Outlook, go to your Contacts located on the left near the bottom**

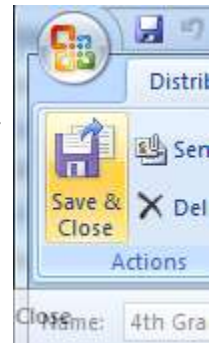2. **Click on the arrow beside "New" at the top left and select "Distribution List"**

3. **Assign your Distribution List a name**

4. **Click "Add New"…located at the top near the middle**

5. **Type or Paste each parent's name and e-mail address (copy and paste works from FA Web…simply highlight and copy the e-mail address)**

6. **Don't Forget to "Save and Close" located at the top left**

7. **When you add your distribution list to an outgoing e-mail, make sure to look in the "Contacts", not the "Global Address List"**
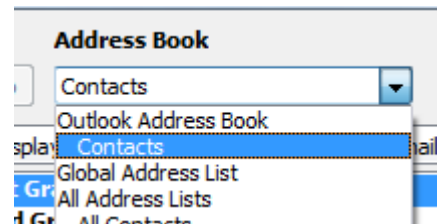
8. **If you want to keep your parents' e0mail addresses private, put them in the Bcc: (blind copy) and put your own e-mail address in the To:**