

Title: Creating Contact Distribution Lists

Subtitle: Email

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Date: 2008/3/13

URL: <http://www.powerhoster.com/domainhosting/modules/article/view.article.php/c17/2019>

Keywords: Distribution List

After you add contacts to your Web-Based Email Address Book, you may want to group the contacts into lists, such as a list of employees or a list of customers. By grouping contacts, you create a Distribution List that makes it easy to send an email message to all contacts in a specific list at one time, without having to add the contacts individually. To Create a Contact Distribution List From the **Address Book** menu, click **View Address Book**. If necessary, open the **Distribution Lists** area by clicking the **plus sign (+)** next to the name. Click **Add New Distribution List**.

The Distribution List Management window displays. In the **List Name** field, type a name for the list. In the **NOT on the distribution list** box, select the contact you want to include in the list, and then click **Add**. **TIP:** You can select multiple contacts by pressing and holding CTRL while you select the contacts. When finished, click **Save Changes**.