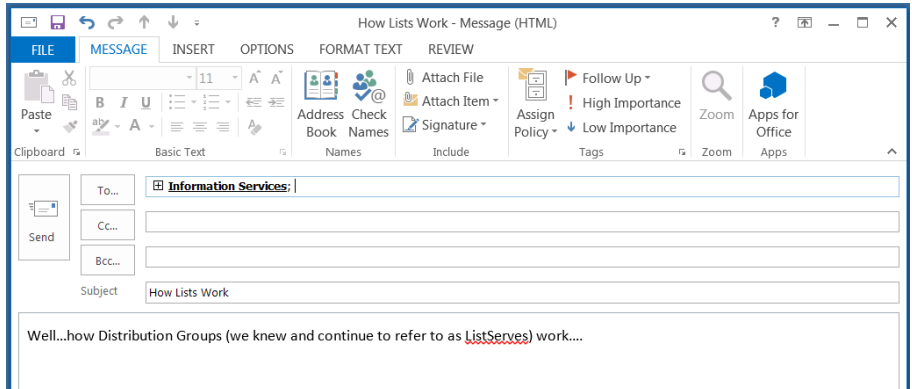
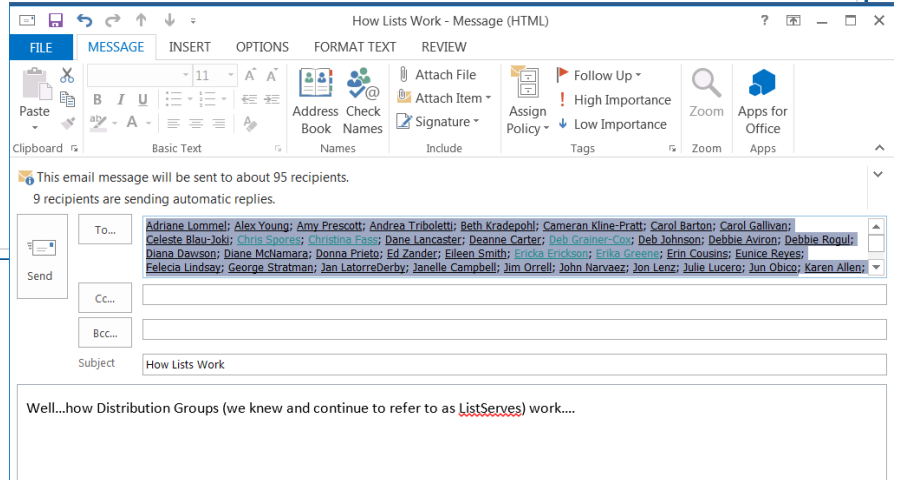


# PRINT YOUR DISTRIBUTION GROUP LIST USING OUTLOOK

- 1) Open a new message window and use the SEND TO: CC: or BCC: field to add in the Distribution Group name you want to print (review).



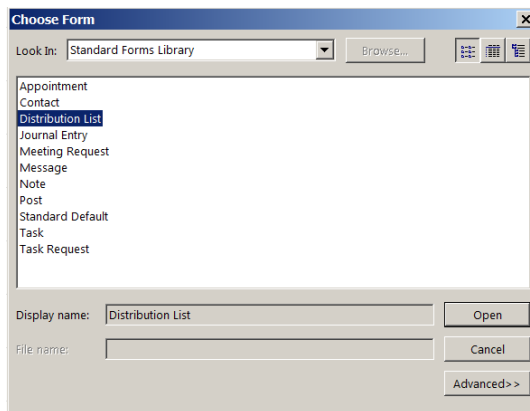
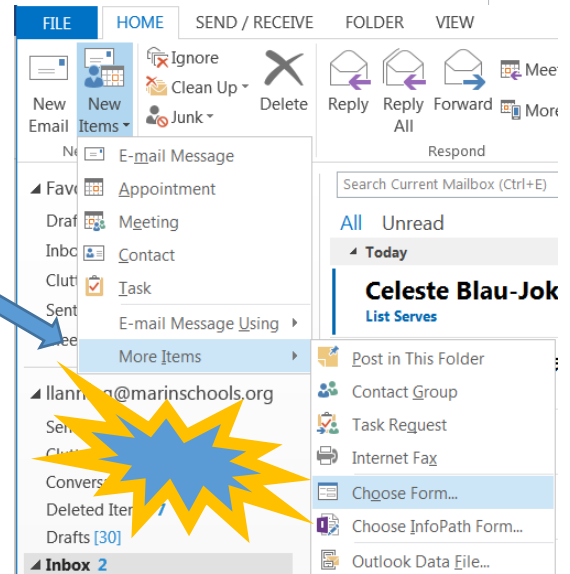
- 2) Once the Distribution Group is "qualified" click on the + symbol and EXPAND the list to permit the individual names to be displayed.



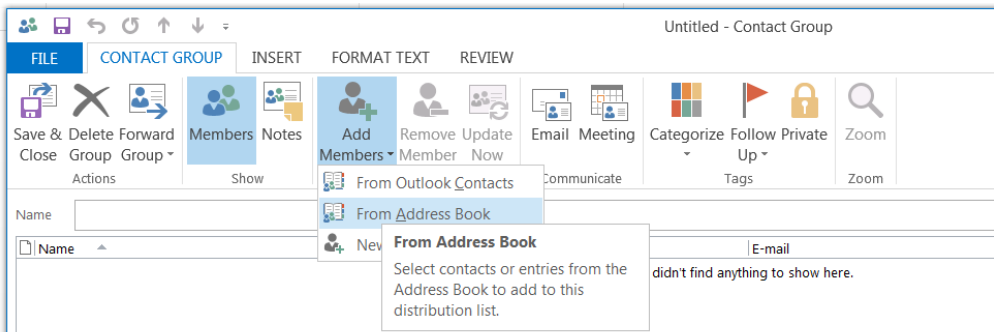
- 3) Copy (cntrl C) all the names in this list to the "clipboard" or memory of the computer

- 4) Click on the NEW ITEM menu and choose MORE ITEMS then in the next menu select CHOOSE FORM

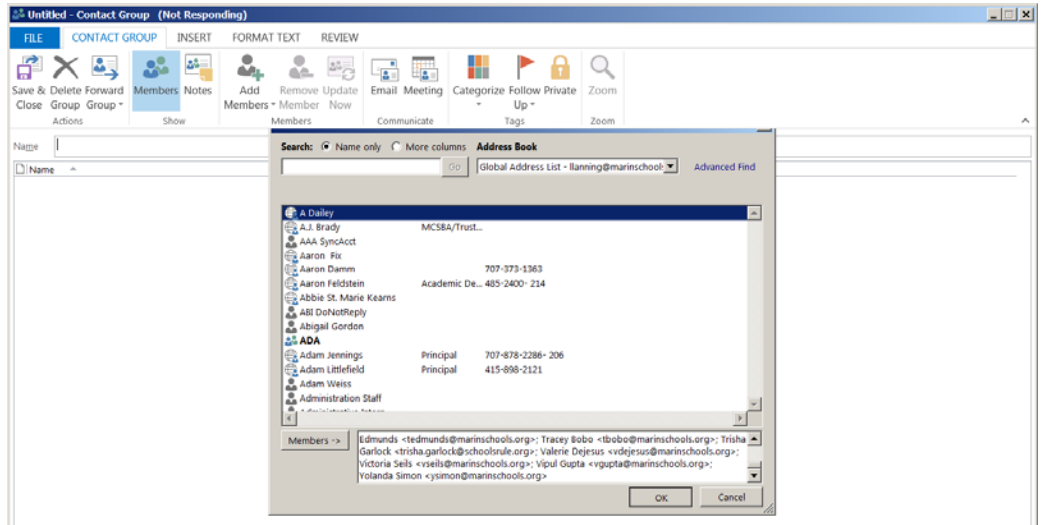
- 5) SELECT DISTRIBUTION List from the Standard Forms Library Menu and click on the Open button



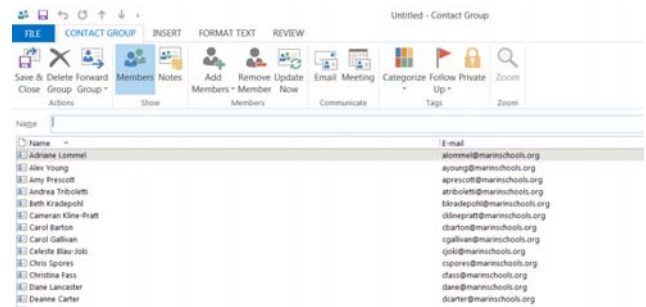
6) Select Add Members from Address Book



- 7) In the MEMBERS box PASTE your copied members from the original email To: (CC; or BCC field)- Click on the OK button



- 8) For larger lists the data may appear slowly but should show name and email addresses in the Form window.



- 9) From the FORM you can now select under the FILE menu to either SAVE or PRINT the list members. If you SAVE the file as text you can use EXCEL to open it or import it into a "Table" format if needed.

