

## How to make a distribution list in Outlook (email group, like all current students)

1. In Outlook, click “New” and “Distribution list”
2. A window will open- name the list, then minimize for now.
3. Copy the addresses you want to use.  
For current students, you can highlight the “email address” column in the “Students” page in the ELS Student DB in George, right click “copy”
4. Pull up the window you minimized previously and click on “select members”
5. In the “members” field at the bottom of the window, click and paste in the copied email addresses. You will need to delete the phrase “email address” when doing the distribution list for the current students.
6. Click “ok”, then click “save and close”.