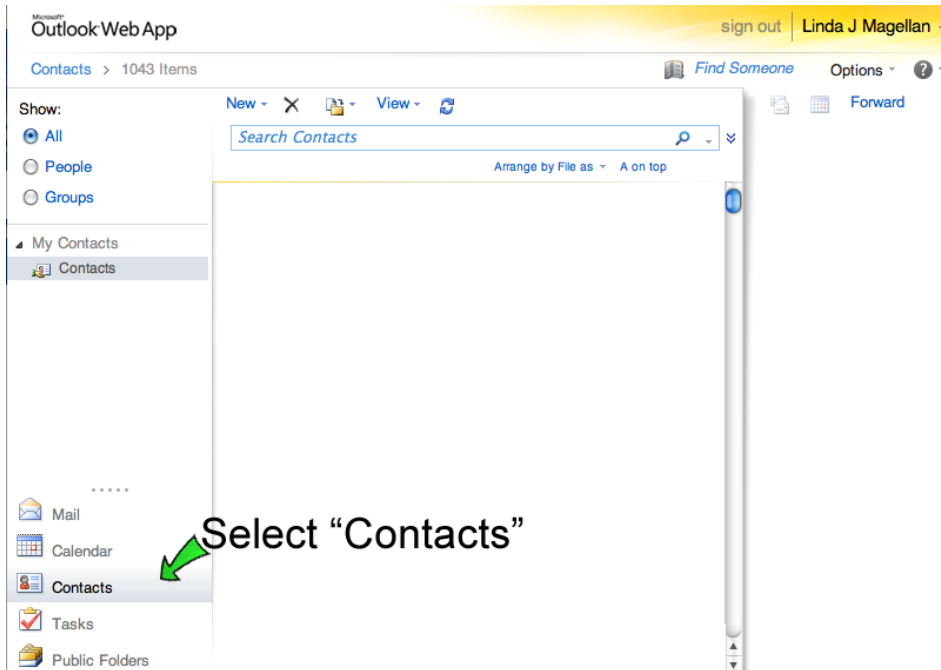
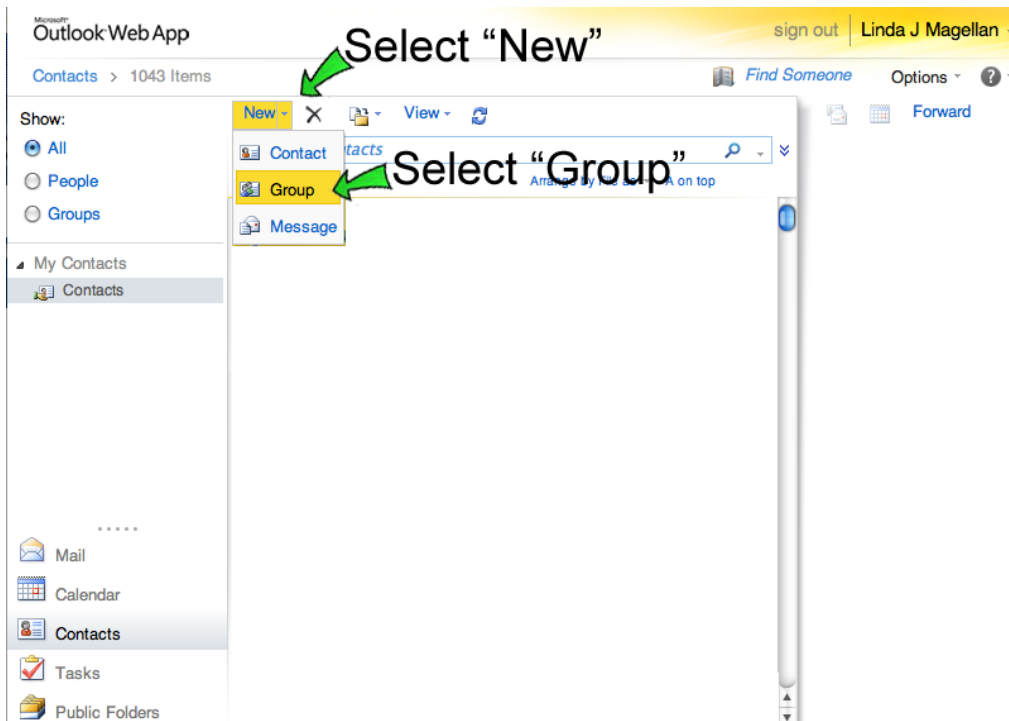


How to create a Distribution Group in Outlook Web Access

1. Login to your LUSD email account through your web browser.
2. Select: **Contacts**



3. Select: **New**
4. Select: **Group**



5. Type in a name for your Distribution Group
6. Click “Members...”

Save and Close

Group Name

Members...

Name

Remove from Group

Notes

7. Find the individual you want to include in the Group and double-click on their name.
8. Members names will appear as they are added.
9. Click “OK”

Address Book

Search iGive.com

Shop To Help Your Cause

Lincoln Unified School Distric...: \$461.73

Address Book

Default Global Addr...
All Rooms

Show other address lists

Contacts

My Contacts
Contacts

Aaron Engelhardt
aengelhardt@sjcoe.net

Aaron Hess
ahess@lusd.net

Abigail N Casteel
acasteel@sjcoe.net

Acelina Mier
amier@sjcoe.net

Adam Salas
asalas@sjcoe.net

Adelia Sheffer
asheffer@sjcoe.net

Aaron Engelhardt
Contact Alias aengelhardt
E-mail aengelhardt@sjcoe.net
Phone 887-3073

Information Company Linden

Organization

Member selections:
Members -> Aaron Hess; Adri Santos; Adrian Chavez;

Click "OK"

OK Cancel

10. Click “Add to Group”.

Save and Close

Group Name My New Group

Members... Aaron Hess; Adri Santos; Adrian Chavez; Add to Group

Name E-Mail

There are no items to show in this view.

Click “Add to Group”

Remove from Group

Notes

11. Click “Save and Close”.

Save and Close

Group Name My New Group

Members... Add to Group

Name	E-Mail
Aaron Hess	ahess@lusd.net
Adri Santos	adsantos@lusd.net
Adrian Chavez	achavez@lusd.net

Remove from Group

Notes

Your newly created Distribution Group will appear in your Contacts list.