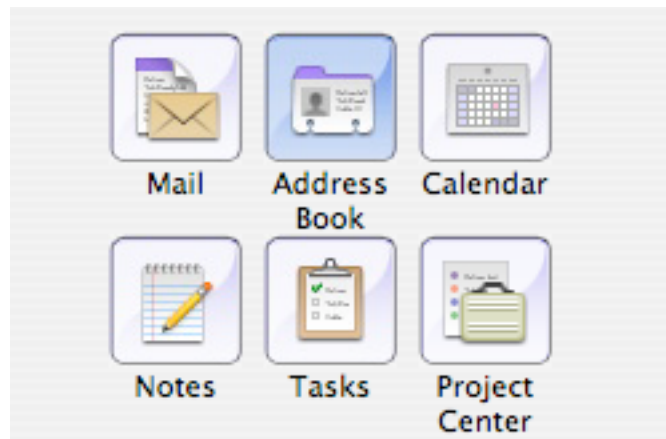


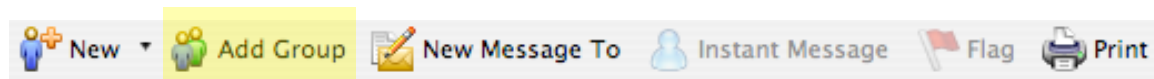
Microsoft Entourage:mac 2004

Distribution Lists

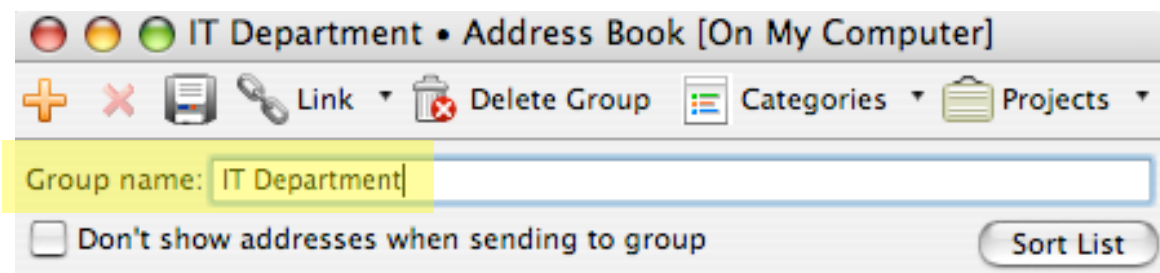
🍏 To create a custom distribution list in Entourage, first click on the Address Book button (top-left of main screen).



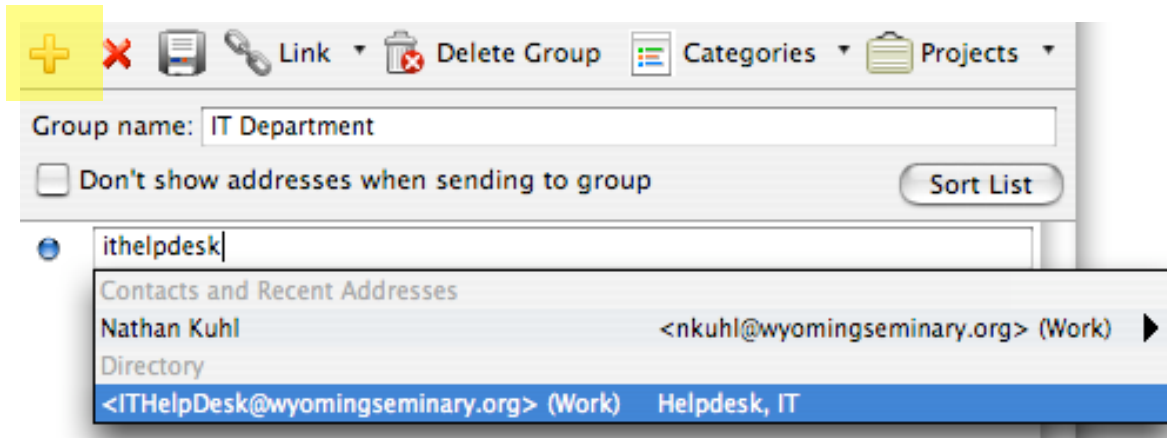
🍏 Next, click on Add Group.



🍏 In the next window, enter the name of the group you would like to create.

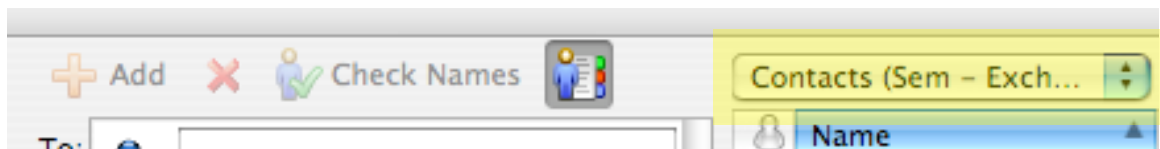


🍏 When the desired Group name is entered, click on the plus sign in the upper-left-hand-corner to type in the users email address for addition to the group.

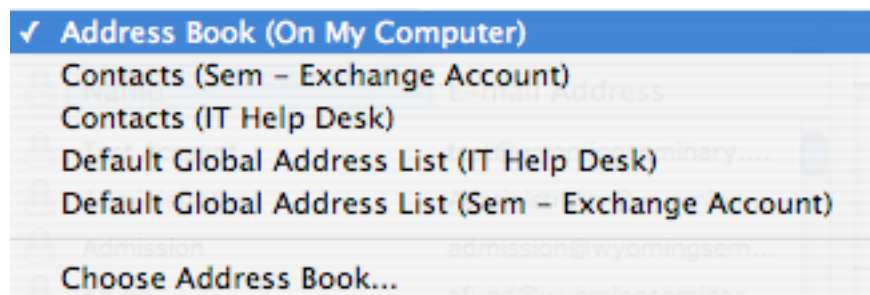


🍏 When you are satisfied with the group and its members, click on the Save button.

🍏 To use the custom distribution list, click on the Mail button in the upper-left-hand-corner which to go back to the main screen. Click New to create a new e-mail. In the upper-right-hand-corner, a drop down box exists containing all available address books.



🍏 Click the arrows to display the menu of available address books and select Address Book (On My Computer).



🍏 Your distribution list will now be visible. Double-click on the list to add it to the e-mail.

