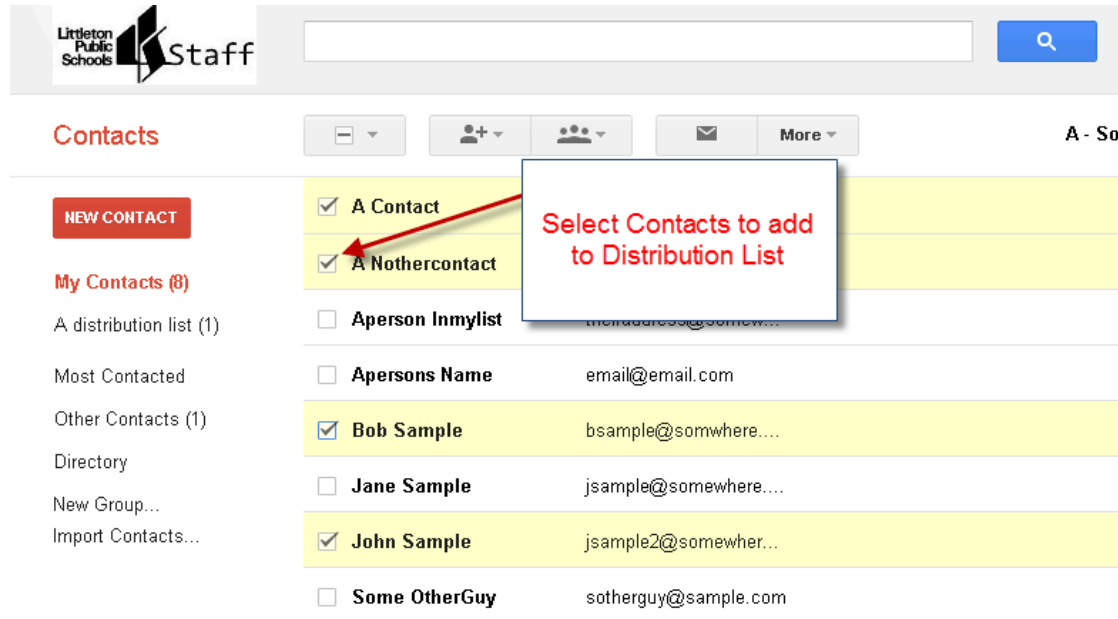
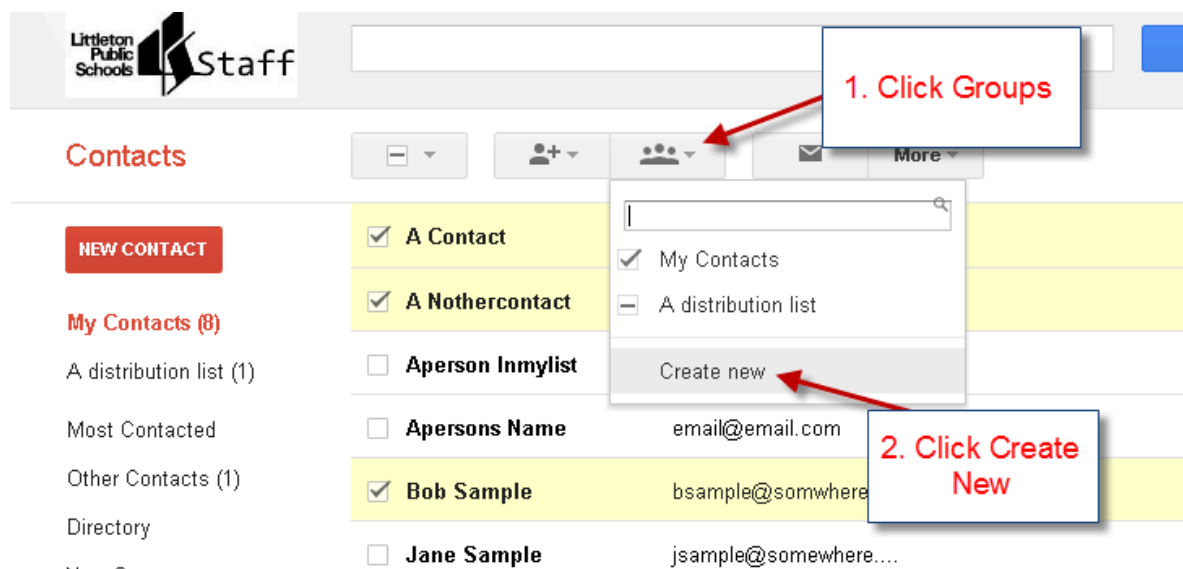


Creating a distribution list

1. Log into your Google account and go to <http://contacts.google.com>. Click on the check box for each contact you would like to add to a distribution list. Note that “Other Contacts” will contain everyone you have had contact with.



2. Click on “**Groups**”, then under Add to..., click on “**New group**”. You can also click on an existing group to add more users to that distribution list.



Creating a distribution list

3. If you are creating a new group, Type the name of the group, then click OK.



4. Your distribution list is complete. After about 30 minutes, the list will appear as an auto-fill option when creating a new email message. It will also appear as a sharing option in Google Docs.

