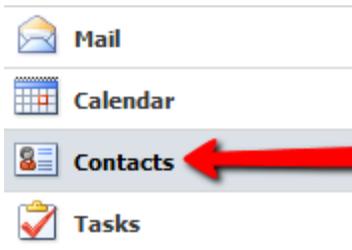


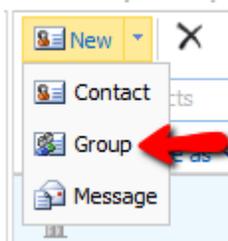
How to Create a Personal Email Distribution Group

(Using the Outlook Web App <http://mail.hasdk12.org>)

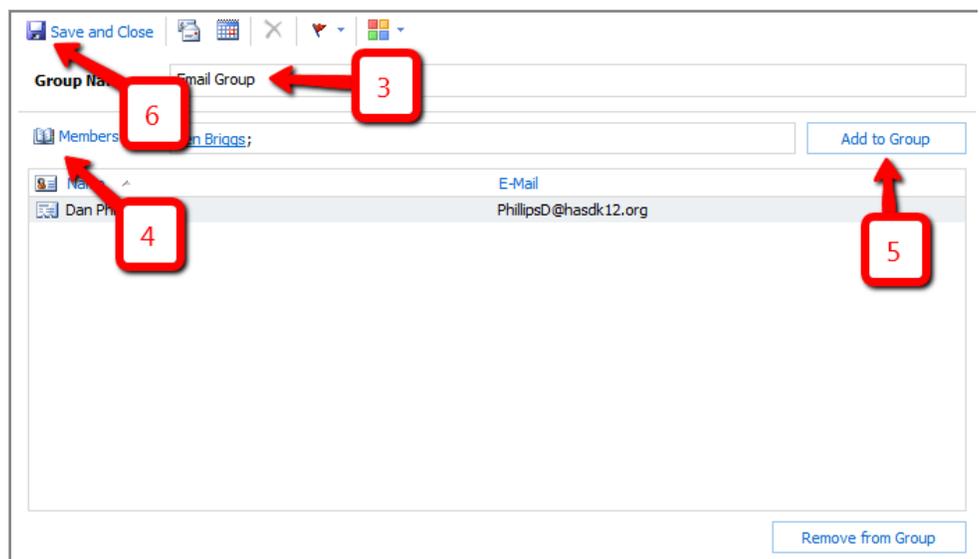
1. Click “Contacts” on the lower left corner of the window.



2. In the upper portion of the window click the dropdown arrow next to “New” and click “Group”.



3. In the “Group Name” field, enter an appropriate name for your group.
4. Click the Address Book Icon in front of “Members”. Search the Address Book for users that you would like to add to your group and add them to the “Members” line. Once you added members, click “OK” in the lower right corner of the Address Book Window. (You can go back and add more later)
5. Click “Add to Group” to add the users to your email group.
6. Click “Save and Close”.



Your new group is now available for you to use.