

Creating distribution groups offers an efficient way to send email to the same group of people without having to enter the same names each time you send an email. Of course, it often happens that the same person is added to several distribution lists. So what happens when you want to send an email to multiple lists? Is there a way to ensure that a person who is on several lists receives the email only once?

Yes! In fact, Outlook automatically reconciles the names for you, whether you are using Outlook 2007 or 2010, whether using Webmail or Outlook Exchange.

Simply add the names and distribution lists of interest into the “**TO:**” field, and Outlook will do the rest. No matter how many overlapping distribution lists the name appears on, the recipient will receive only one copy in his/her inbox.