

Are you tired of cutting and pasting distribution lists sent to you from colleagues? If the list was sent to you in Outlook, you can save that list in seconds!

If you are using the Outlook Exchange mail client:

1. Click on the distribution list attached to the email
2. Drag it over to the “contacts” folder
3. To ensure that the list was copied, click on your contacts folder
4. Type the name of the distribution list in the upper right search bar. The distribution list will appear as a business card.

To view a screencast of this process go to:

<http://screencast.com/t/jvbmkkqz5C>

If you are using Outlook Web Access:

1. Double click on the distribution list
2. In the distribution list display box, enter the name you would like to use for the list.
3. Click “save and close.”
4. To ensure that the list was copied, click on your contacts folder
5. Select “distribution lists.” The distribution list will appear as a business card.

To view a screencast of this process go to:

<http://screencast.com/t/PEuSeNSM3>