

Create a Distribution Group from an existing Email

To create a distribution list from an existing email, you must first find an email that was sent to the addresses you would like to add to your distribution list.

- 1) Go to your Inbox or Sent mail, depending whether you or someone else sent the message to all the addresses
- 2) Find the email that was sent to the addresses and open it
- 3) Click Reply To All
- 4) On the reply message, click on the word To if the addresses are in the To field or CC if they are in the CC field or BCC if they are in the BCC field. These fields are grey text and do not look like they are links that you can click, but you can.
- 5) A new contact window will open
- 6) Click the Save as Group button at the bottom right of the new window (disregard the contacts that show up in the upper window)
- 7) Give the group the desired name
- 8) A message will appear in yellow below the addresses that states Group "name of group" has been created
- 9) Click Done
- 10) Discard the email you just started