

## Outlook Tip—How to Create a Distribution List in Outlook from Pegasus

Open Pegasus

File, Enter Offline Mode (so it doesn't try to connect)

Addresses, Distribution Lists

Select a list, highlight and copy (Cntrl C) your addresses

Paste (Cntrl V) your addresses into Word

Above Edit, select Replace

In the Find What field enter ^p (means paragraph)

In the Replace With field enter ; (semicolon and a space)

Select Replace All, No, Close

Highlight and copy all your addresses

Open Outlook

File, New, select "Distribution List"

At Name: enter in what you want your distribution list called

Above Members, select "Select Members"

At the bottom of the popup window look for "Members->"

Paste your addresses from Word

Delete any extra semicolon at the end of your list

Click OK, Click Save & Close

Create New Mail Message

Click on CC button

Click on Bcc button (at bottom of window)

Click on the down arrow under Address Book (at top of window)

Select Contacts

You should see the name of your distribution list, Double Click on the name

It shows next to the BCC... (this is where you want your distribution list to appear and also where it DOES NOT list individual addresses)

Click OK

Now you're ready to type your message.