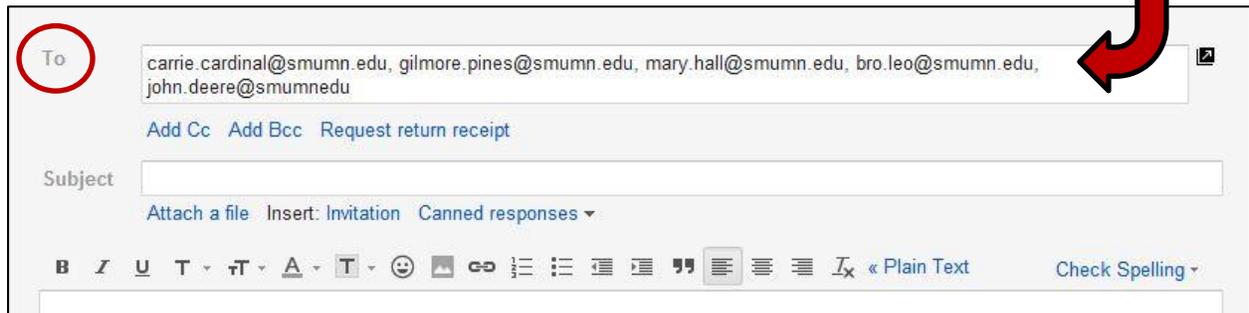
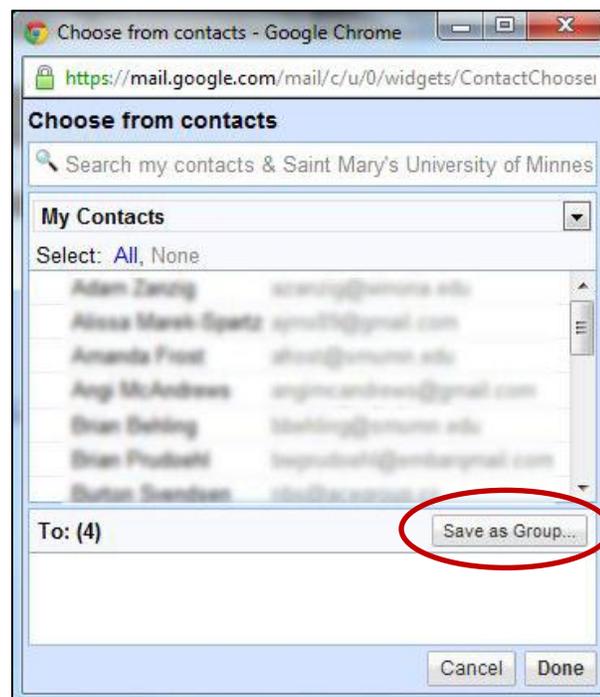


Creating a Contact/Distribution List in Gmail

- 1) Add in the email address of each person you want on a specific distribution list.



- 2) Click on the word "To" which is located to the left of the email addresses.
- 3) Once the contacts window (as seen below) has opened, you can click the "Save as Group" button located in the lower right part of the window.



- 4) Name the group/list and click OK. The new distribution list has been created!