Sending an Email to a Distribution List in Gmail

1) Compose a new message in Gmail and click on the “To” next to the email address location.

2) From the contacts window click on “My Contacts” drop down list.

3) Select the appropriate contact list (distribution list).

4) Click “All” to select everyone on the list.

5) Click “Done” in the lower right corner of the contacts window to add the list of contacts to your email message.