



**Distribution List (Contact Group)
Configuration
In Outlook - Mac**

- 1) Select **Outlook** menu on the top menu bar
- 2) Select **Preferences → General**. Uncheck **Hide On My Computer folders** if necessary
- 3) Select **Contacts** from the Navigation Pane
- 4) Select **Contact Group** and enter a name for the Group
- 5) Double-click to add names
- 6) When complete, select **Save & Close**