**Share a distribution list with others**

Show All

Hide All

You can send a distribution list to others by including it in a message. The recipient can then save it to their Contacts.

To send a distribution list:

1. Open a new message.
2. Open Contacts.
3. Drag the distribution list from Contacts into the message body.

**Note**  You may need to adjust the message and the Contacts window so that they're visible at the same time.

1. Send the message.

**Note**  If you want to send a distribution list to someone, and the distribution list contains members from the Global Address List (Global Address List: The address book that contains all user, group, and distribution list e-mail addresses in your organization. The administrator creates and maintains this address book. It may also contain public folder e-mail addresses.), be sure that the recipient of the distribution list also uses that same Global Address List.

To save a distribution list sent to you by another person, do any of the following:

* In the Reading Pane (Reading Pane: A window in Outlook where you can preview an item without opening it. To display the item in the Reading Pane, click the item.) or message list (message list: The middle part of the main Outlook window that displays the contents of the selected folder.), drag the distribution list attachment to the Navigation Pane (Navigation Pane: A column that provides access to folders used to organize your information. Click a folder to show the items it contains. It also includes the Favorite Folders section and buttons to switch between Mail, Calendar, Tasks and other views.) and drop it on the **Contacts** tab.
* Drag the distribution list attachment from the message into an open **Contacts** view.
* Right-click the distribution list attachment from the message, click **Save As** in the shortcut menu, and save it to your desktop. You can then drag it from your desktop and drop it into **Contacts**.