

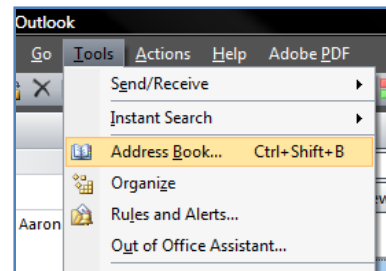
DISTRIBUTION LIST INSTRUCTIONS

SEND A MESSAGE TO THE LIST

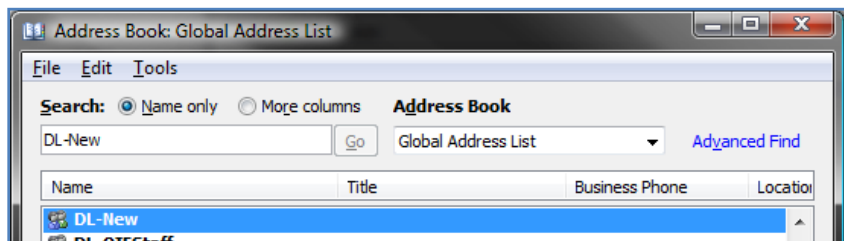
Enter the list e-mail address in the **To...** field on the message, just as you would to send an e-mail to a person in the Marquette domain.

MODIFY THE LIST

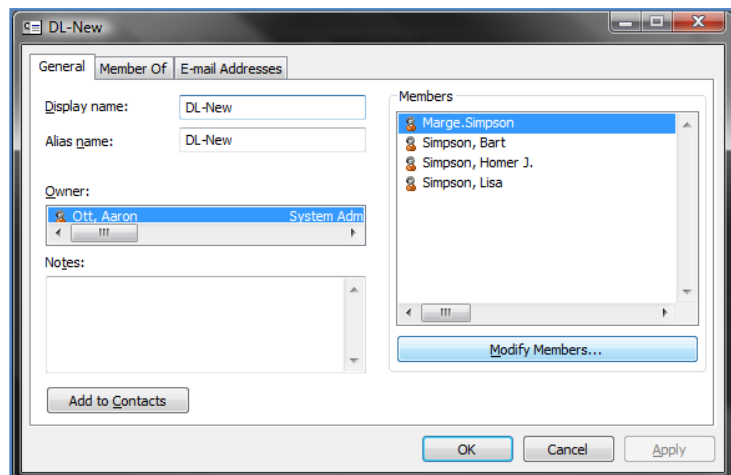
1. In Outlook, click on the **Tools** menu and click on **Address Book**.



2. Enter the name of the list in the Search box, and press the **Enter** key, or click on **Go**.



3. Double-click on the list to bring up its properties.
Click the **Modify Members** button.



4. Add and remove individuals from your list.
You are the only person who can modify the users.

