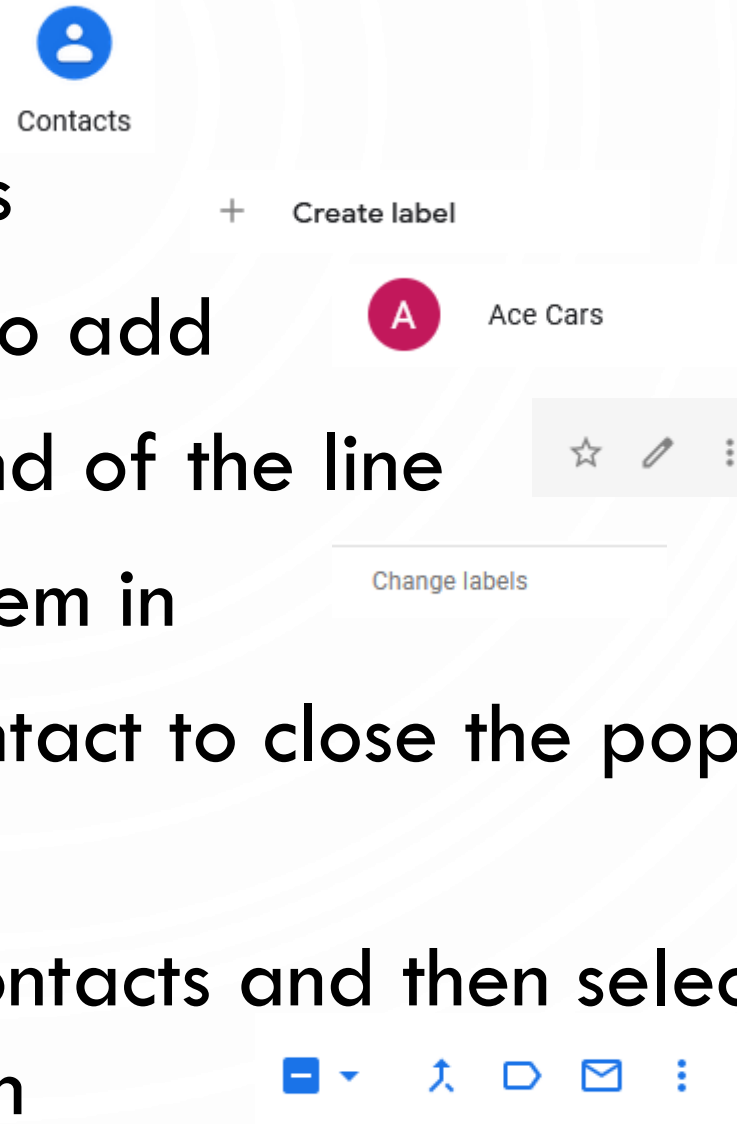


The background features a light blue gradient with several large, semi-transparent icons: a globe, a stylized leaf, a circular arrow, a large '@' symbol, a pencil, and the letters 'Op'. A central black rounded rectangle contains the text. Light blue circuit-like lines with circular nodes extend horizontally from the left and right sides of the text box.

EMAIL DISTRIBUTION LISTS

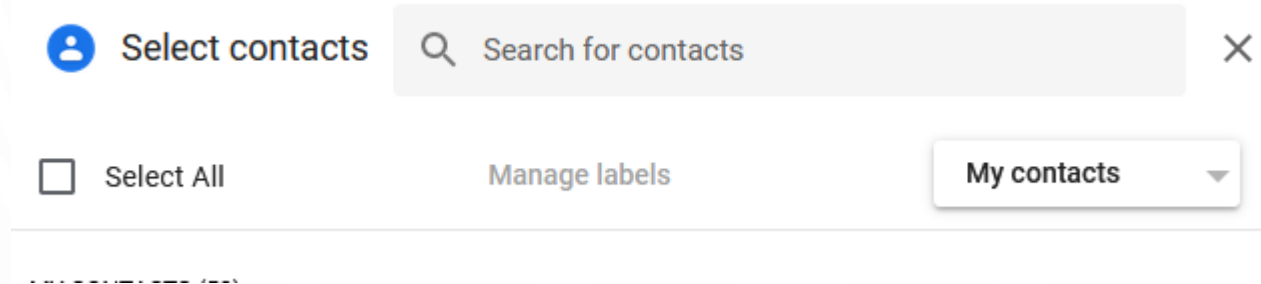
● GMAIL – CREATE LABELS AND GROUP

- Open Google Contacts
- Create a Label, under labels
- Go to the contact you want to add
- Click the three dots at the end of the line
- Select the Label you want them in
- Click some where off the contact to close the pop-up window
- You can also add multiple contacts and then select the label at the top of the screen

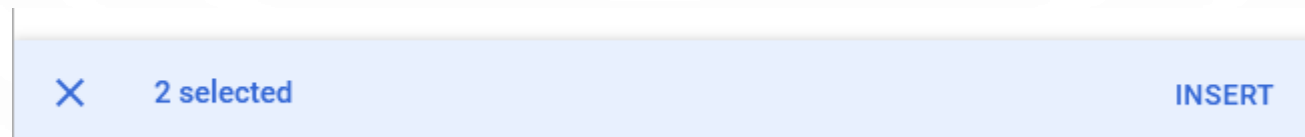


GMAIL – USING LABEL “GROUP”


- Compose a new email
- Click either the To or Cc Bcc then either Cc or Bcc
- In the new window click the down arrow by my contacts

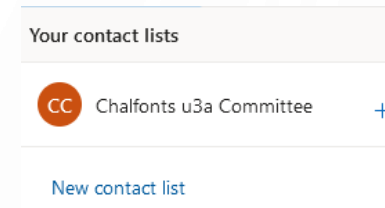


- Select the Label “Group” which will show you all members of the group
- Click Select All then click insert at the bottom of the form



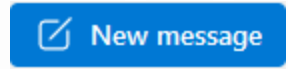
OUTLOOK WEBMAIL – CONTACT LIST, NOT GROUPS

- Click on the “People Icon” on the left 
- Click on “All Contacts”
- Click on the first contact you wish to add
- At the top click on “Add to List” and then click on “New Contact List”
- The contact must have an email associated with it or “Add to List” is greyed out
- You can also add multiple contacts and then select “Add to List” at top of the screen



OUTLOOK WEBMAIL – USING CONTACT LISTS

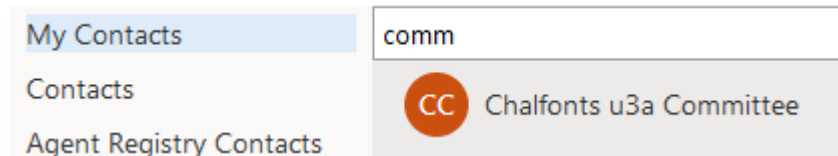
- Click the New message button



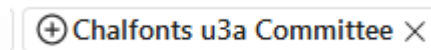
- Click the To or Cc Bcc label




- In the “search this list of contacts” enter you contact list name



- Click the + at the end of the list name and then click Save
- If you click the + next to the list name it is expanded

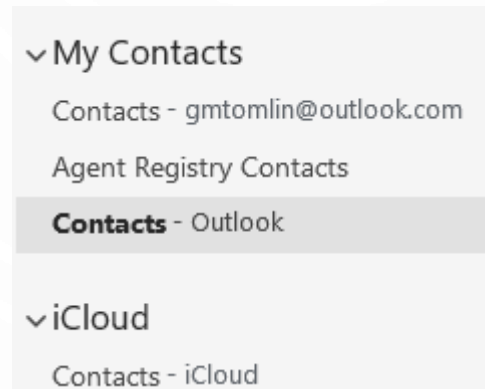


WINDOWS 10 MAIL APP

- The People App has been move to the mail app 
- Your contacts should sync with your Gmail or outlook accounts
- It looks like Gmail labels do not Sync ! So no Lists !
- Outlook Webmail Contact Lists come across with a strange email address Group "Test" = "test24714@groups.outlook.com"

OUTLOOK FULL CLIENT ON WINDOWS 10

- Outlook.com contacts are synced, if the outlook account is added to outlook client
- iCloud contacts are sync if the Apple iCloud software is installed



- Gmail contacts have to be manually exported and imported into Outlook client
- Gmail labels which are used as “folders” do appear in Outlook Client