



"Technology Marketing" and Consulting for Small Business

Pinda Associates provides a solution-oriented approach to Technology, Marketing and Operations that focuses on proactive, positive, measurable, and comprehensive results for your organization.

Our goal is to help you succeed through the effective use of technology.

MS OUTLOOK 2007

Use Contact Categories as Distribution Lists in Outlook

Outlook distribution lists are handy for sending to a group of people fast. They are also impossible to search, hard to administer and a bit finicky to boot. Fortunately, Outlook also lets you assign any number of categories to your contacts. You can then sort your address book by category — and, presto, here's your new elegant, versatile and stable distribution list.

To create a distribution or mailing list with categories in Outlook:

- Go to *Contacts* in Outlook.
- Highlight all contacts you want to add to your new distribution list.
 - To add people not yet in your Outlook contacts, create them first using *Ctrl-N*.

Click the *Categorize* toolbar button.

Select *All Categories...* from the drop-down menu.

Click *New...*

Type the distribution list's desired name (e.g. "Friends and Family (List)").

Choose *None* from the *Color:* drop-down menu.

Click *OK*.

Click *OK* again after you have verified the new category is checked.

To add new members later, assign to them the appropriate category individually.



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Send a Message to Your Category Distribution List

To compose a new message or meeting request to all members of the category-run distribution list:

- Go to *Contacts* in Outlook.
- Select *View | Current View | By Category* from the menu.
- Click the desired list category's heading.
- Select *Actions | Create | New Message to Contact* or *Actions*
- Or *Create | New Meeting Request to Contact* from the menu.
- Click *OK* if Outlook notifies you that your action will apply to all items in the group.
- Click in the *To...* field.
 - Outlook has put all address in the *To:* field. For a list messages, it is usually better to have all addressees in the the *Bcc:* field to avoid revealing addresses. If appropriate, you can leave the addresses in the *To:* field, of course, or move them to the *Cc:* field.
 - For contacts with multiple email addresses, Outlook has inserted each. It is best to delete the unneeded addresses.

Press *Ctrl-A*.

Press *Ctrl-X*.

Make sure the *Bcc...* field is visible.

Click in the *Bcc...* field.

Press *Ctrl-V*.

Type your email address in the *To...* field.

Continue composing the message or meeting request