

3. In the address list, double-click the name of the personal distribution list from which you want to remove members.
4. In the List Properties dialog box, choose Add/Remove Members.
5. In the Edit Members dialog box, select the name(s) you want to remove from the group.
6. Press **DELETE**.
7. Choose **OK**.
8. In the List Properties dialog box, choose **OK**.
9. Close the Address Book Window.

To delete a personal distribution list:

1. On the Outlook toolbar, click the Address Book button.
2. From the *Show Names in the:* drop-down list, select Personal Address Book.
3. In your Personal Address Book, select the personal distribution list you want to delete.
4. Press **DELETE**.
5. In the message box that asks, *Are you sure ...?* choose Yes.

To save and close a message without sending it:

1. In the New Message window, on the toolbar, click the Save button.
3. Close the window.

To send a saved message:

1. Open the Draft folder.
2. Open the saved message to send.
3. Complete and send the message.

To resend a sent message:

1. Open the Sent Items folder or the folder containing the sent message to resend.
2. Open the message to Resend.
3. From the Actions menu, choose Resend this message.
4. If desired, change recipients, subject and message text.
5. Send the message.