

4. In the New Personal Distribution List Properties dialog box, in the Name text box, type a name for your personal distribution list.
5. Choose Add/Remove Members.
6. Select the names.
7. Choose Members.
8. Choose OK.
9. In the New Personal Distribution List Properties dialog box, choose OK.
10. Close the Address Book window.

To sort Distribution lists by last name:

1. From the Tools menu, choose services
2. From the Services dialog box, click Personal Address Book and click the Properties button
3. From the Personal Address Book dialog box, choose Last Name (Smith, John) from Show names by
4. Click OK.
5. Click OK.

To add personal distribution list members:

1. On the Outlook toolbar, click the Address Book button.
2. If necessary, in the Address Book window, from the *Show Names from the:* drop-down list, select Personal Address Book.
3. In the address list, double-click the name of the personal distribution list to which you want to add 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 add to the group.
6. Choose Members.
7. Choose OK.
8. In the List Properties dialog box, choose OK.
9. Close the Address Book Window.

To remove personal distribution list members:

1. On the Outlook toolbar, click the Address Book button.
2. If necessary, in the Address Book window, from the *Show Names from the:* drop-down list, select Personal Address Book.