

9. Select the addressee(s).
10. Select **File, Add to Personal Address Book** from the menu bar.
11. Select **File, Close** from the menu bar.

To Delete an Address From Your Personal Address Book:

1. Select **Tools, Address Book** from the menu bar OR click on the **Address Book** button on the toolbar. The *Address Book* window appears.
2. Select **Personal Address Book** from the *Show Names from the:* list.
3. Highlight the address you wish to delete.
4. Click on the **Delete** button on the toolbar OR press **DELETE**. The *Microsoft Exchange* dialogue box appears.
5. Confirm the deletion by clicking on the **OK** button.

To Create a Personal Distribution List:

A personal distribution list (PDL) is a distribution list you create and add to your Personal Address Book. A distribution list is a name assigned to a group of recipients. When a message is addressed to a PDL, each user in the list receives the message. The system administrator creates and maintains distribution lists in the Global Address List but you create and maintain your own PDL's in your Personal Address Book (important to update).

1. Select **Tools, Address Book** from the menu bar. The *Address Book* window appears.
2. Select **File, New Entry** from the menu bar. The *New Entry* dialogue box appears.
3. Select **Personal Distribution List** from the *Select the entry type:* list.
4. Select *In The* option, and then select **Personal Address Book** if it is not displayed from the *Put this entry field*.
5. Click on the **OK** button. The *New Personal Address List Properties* dialogue box appears.
6. In the *Name:* field enter the name you want for the PDL and then click on the **Add/ Remove Members...** button. The *Edit Members of...* dialogue box appears.
7. Double-click each name you wish to add to the PDL OR select each name and click on the **Members→** button.
8. Click on the **OK** button until all the open dialogue boxes are closed.
9. Select **File, Close** from the menu bar in the *Address Book* window.