

Forwarding a Distribution List

- 1) Go to your email **CONTACTS**/select (highlight) **DISTRIBUTION LIST** to be forwarded/Choose **ACTIONS**/select **FORWARD**/complete **TO** and **SEND**
- 2) When receiving forwarded distribution list, open **INBOX**/open forwarded email (or use from split window at bottom of screen)/drag and drop the distribution list file into your **CONTACTS** folder.