

Sending and Receiving a distribution list in Outlook 2010**Sending:**

1. In CONTACTS, right click on the distribution list you wish to share and select **Forward Contact → As an Outlook Contact**
2. Fill out the e-mail and send the message. You may want to also refer the recipient to this site and the "Receiving a distribution list" document.

Receiving:

1. Open the e-mail with the attached distribution list so it appears in the preview window.
2. Drag-and-drop the distribution list attachment from the e-mail in Step 1 directly into Contacts.

