

# How to Make a Distribution List in Pegasus

Open up Pegasus  
Click Addresses, Distribution Lists, New List  
The following Box Pops Up

**Distribution List Settings**

List title

List title:

Tip: only the list title is required; all other settings in this dialog are optional.

List addressing settings

To: field:

Reply to:

Use the 'To field' setting to suppress the listing of recipients in messages sent to the list. Please read the help for more details.

Transmission settings

Request confirmation of reading  Request delivery confirmation

Mark message as urgent

Signature set:

OK Help Cancel

Type the name of your distribution list.  
Example: Parents

Click Ok

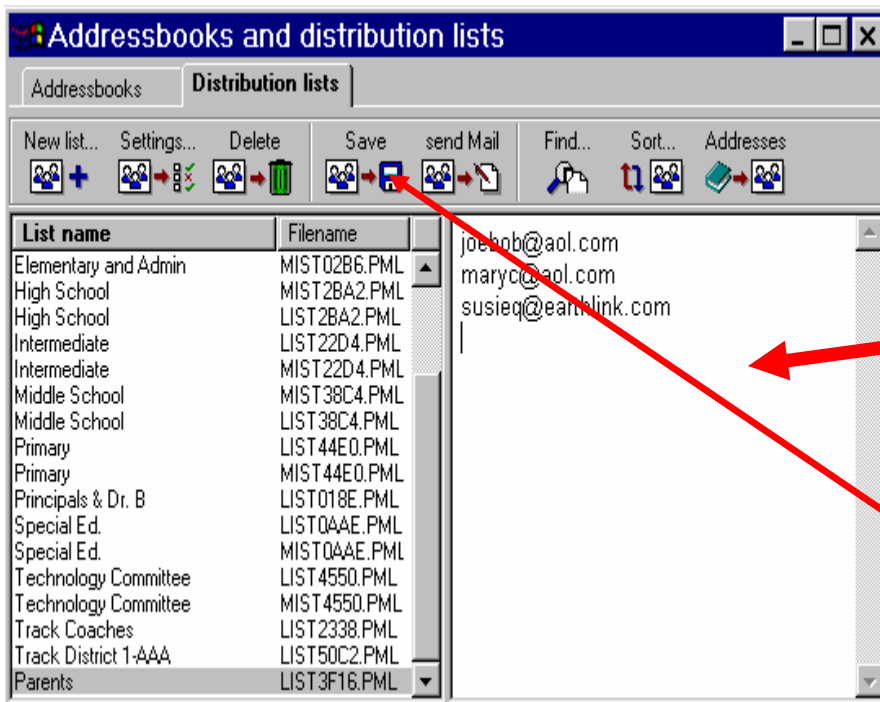
**Addressbooks and distribution lists**

Addressbooks **Distribution lists**

New list... Settings... Delete Save send Mail Find... Sort... Addresses

List name	Filename
Elementary and Admin	MIST02B6.PML
High School	MIST2BA2.PML
High School	LIST2BA2.PML
Intermediate	LIST22D4.PML
Intermediate	MIST22D4.PML
Middle School	MIST38C4.PML
Middle School	LIST38C4.PML
Primary	LIST44E0.PML
Primary	MIST44E0.PML
Principals & Dr. B	LIST018E.PML
Special Ed.	LIST0AAE.PML
Special Ed.	MIST0AAE.PML
Technology Committee	LIST4550.PML
Technology Committee	MIST4550.PML
Track Coaches	LIST2338.PML
Track District 1-AAA	LIST50C2.PML
<b>Parents</b>	<b>LIST3F16.PML</b>

Your new list is shown at the bottom of the list. It will be alphabetical the next time you log in.



Type your addresses in the box to the right. (1 per line)  
Then click Save  
Close Out of this

## How to use your Distribution List

- \*Open up pegasus
  - \*Click on Addresses, Distribution OR you can click on the 5<sup>th</sup> icon which is a white paper with red and blue writing. (It does the same thing)
  - \*The same picture as above pops up but now your list with parents is alphabetized.
  - \*Click on Parents to highlight the list, and click on send mail.
- You will have a new message pop up that looks like the following. The @list3f16.pml is the name given for the parent distribution list. Now just send your mail like normal.

