



There are two parts to creating a custom list of recipients. First, create the toolbar button. Then, add the e-mail addresses and subject lines to it.

#### Create a custom toolbar button

1. On the **Tools** menu, click **Customize**, and then click the **Commands** tab.
2. In the **Categories** list, click **New Menu**.
3. In the **Commands** list, click **New Menu** and drag it to the toolbar. When the pointer looks like an I-beam, release the mouse button.
4. On the toolbar, right-click the **New Menu** button, and in the **Name** box on the shortcut menu, type a name for the new toolbar button.

#### Add e-mail addresses and subject lines

1. In the **Categories** list mentioned in step 2 above, click **File**.
2. In the **Commands** list, click **Mail Message** and drag it to the custom menu button that you added to the toolbar. When you rest the pointer over the custom button, a gray box appears. Drop the **Mail Message** command onto the gray box. (If you are adding a subsequent command, no gray box will appear. Drop the command onto the most recent command you added.)

If you want to use a different icon, choose the command from the **Commands** list that has the icon you want. For example, if you add a distribution list, you can use the **Distribution List** command to get the distribution list icon.

3. On the toolbar, right-click the **Mail Message** command, and in the **Name** box on the shortcut menu, type a name for the person, distribution list, or alias you're assigning to the command.
4. Then, on the shortcut menu, point to **Assign Hyperlink**, and then click **Open**.

5. Under **Link to**, click **E-mail Address**.
6. In the **E-mail address** box, enter the e-mail address of the person, distribution list, or alias you want to assign to the command. If you want this automatically addressed message to also have a standard subject line, such as **Status Report**, type it in the **Subject** box.

Repeat these steps for each person, group, or standard subject line you want to add to the button.