

Email Distribution Lists

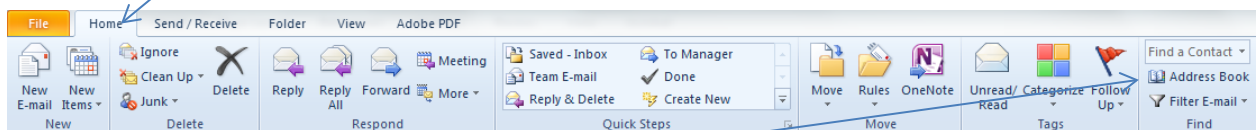
Add and remove a member using Outlook/Exchange

Overview

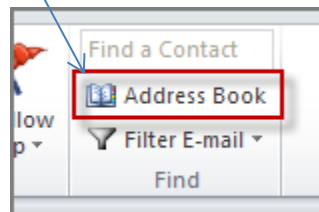
Email distribution lists make it easy to send messages to a group of people all at once. Although an email distribution list has a unique address, it is really a collection of email addresses. When a message is sent to the email distribution list, it is redistributed to each of the addresses contained in the list. The following document dictates how to add and remove members using Outlook/Exchange.

How to add and remove a member using Outlook/Exchange

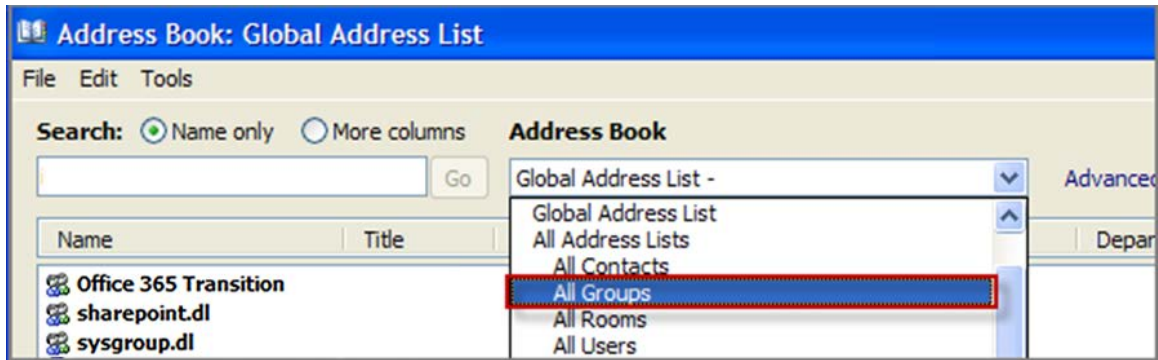
1. Start Microsoft Outlook.
2. From the **Home** ribbon:



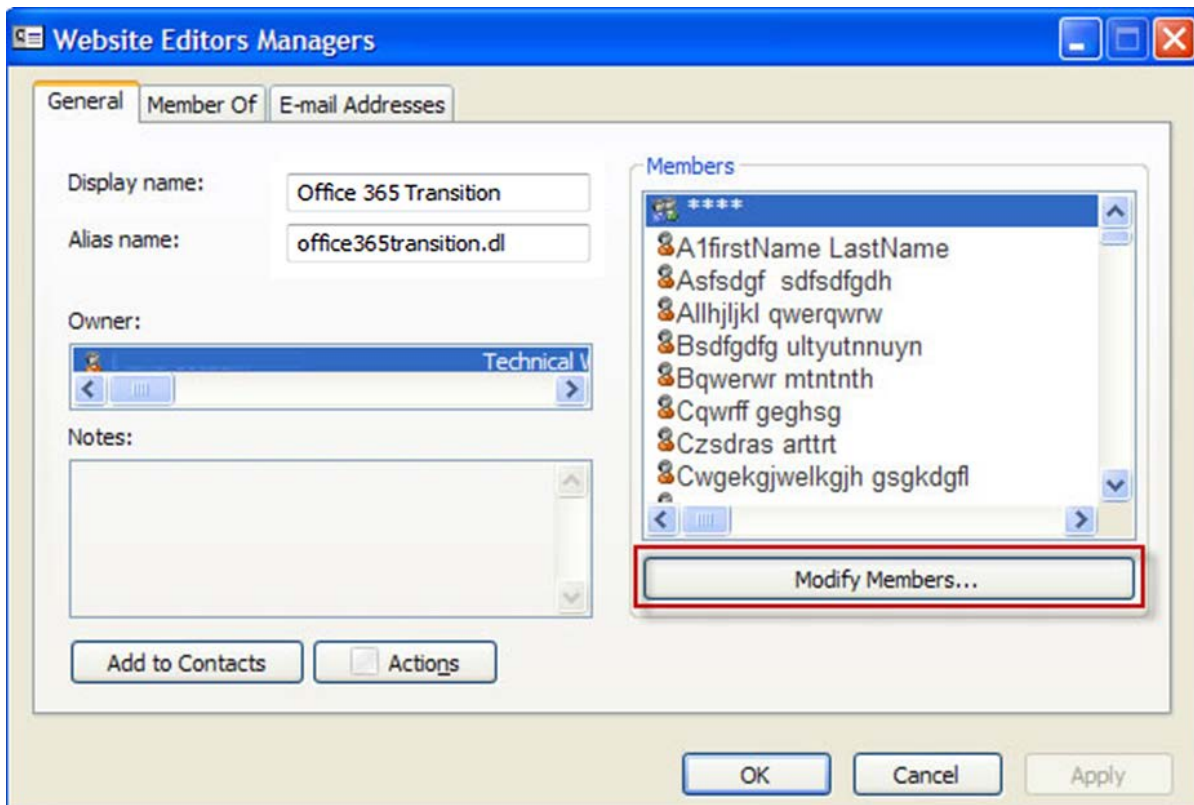
3. Then select the **Address Book**.



4. Under **Address Book**, if **Global Address List** is not selected, click on the down arrow and select it from the list. (Alternatively, you can select **All Groups** to narrow down the addresses to only distribution lists.)



5. Type the name of the distribution list in the **Search** box. You should only need to enter the first few letters and it will be automatically located in the list.
6. When it appears in the list, double click on it.
7. On the window that opens, click on **Modify Members...**



8. Click on **Add...** to add new members to the list, or select one or more existing members' names and click **Remove** to remove the selected member(s) from the list.

