How to add or remove a user from a distribution list.

1. Be sure that you are a list manager. If you’re not sure if you’re a list manager, submit a help ticket and IT can tell you whether you are or not.
2. Open Outlook 2010
3. Click on the “New E-Mail” button in the ribbon bar
4. Click the “Address Book” button in the ribbon bar
5. Search for the distribution list
   a. Group names are preceded with a dot and space. EX: “. DCE-NAME” “. AP-NAME”
6. Right click the distribution list and select “Properties”
7. Click the “Modify Members…” button
8. To add or remove a user from the list:
   a. To add a new user to the list:
      i. Click the “Add” button
      ii. Search for the user in the address book as you did in step 5
      iii. Double click the user you want to add or single click and click the “Add ->” button then click “Ok”
   b. To remove a user from the list:
      i. Select the user and click the “Remove” button

9. Click “Ok” to close the “Contact Group Membership” window
10. Click “Ok” to close the list window
11. Close the Address Book and the New email