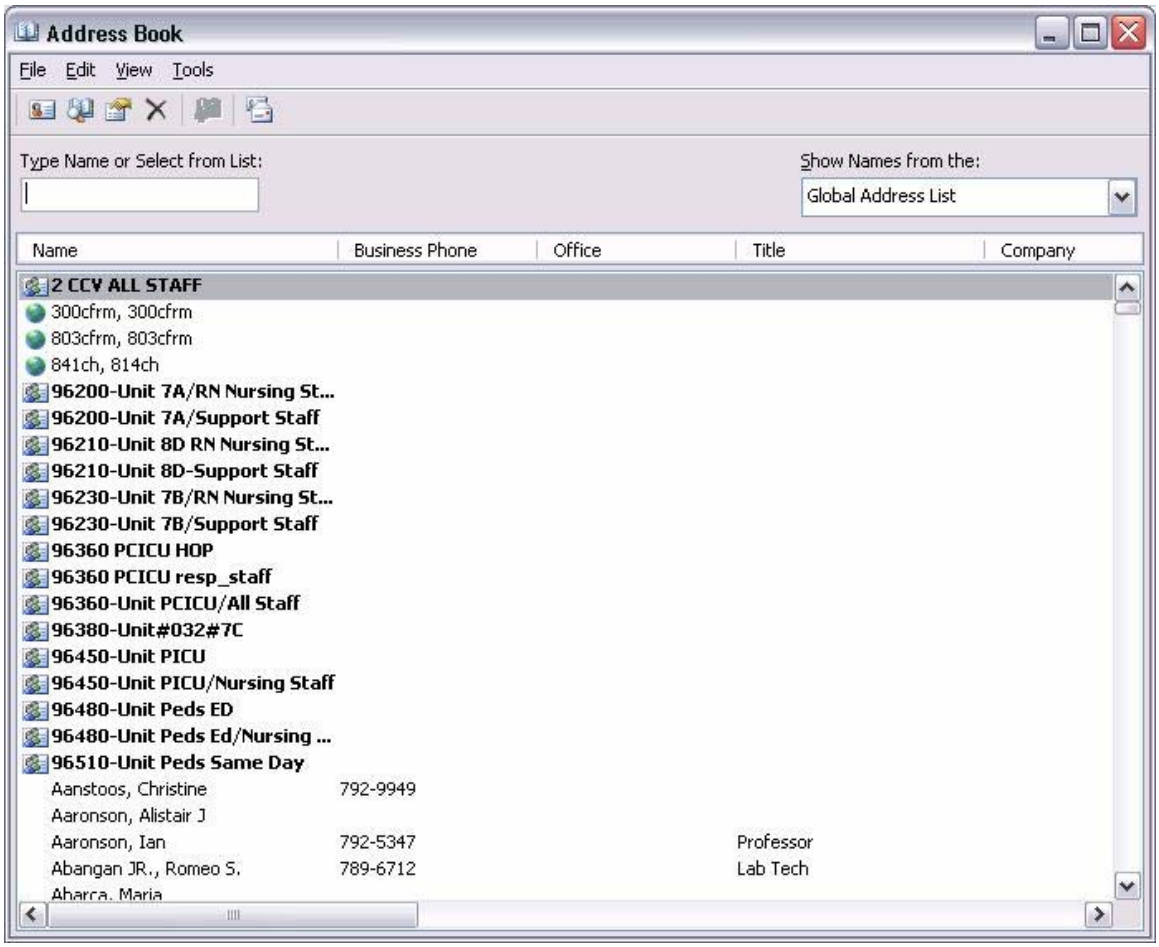
Distribution List Management

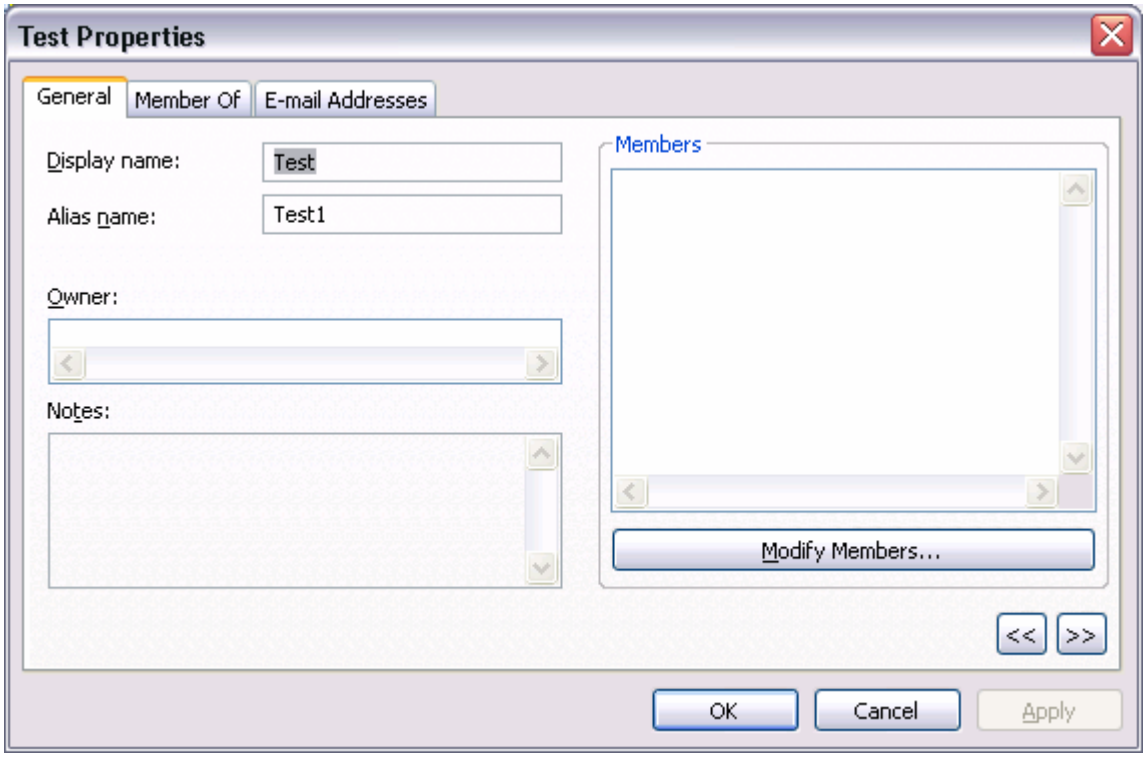
NOTE: You must be setup as the distribution list manager to manage a list.

1.) Open up the address book in Outlook. This can be done by clicking on the Address Book on the menu bar at the top using **Ctrl+Shift+B**.

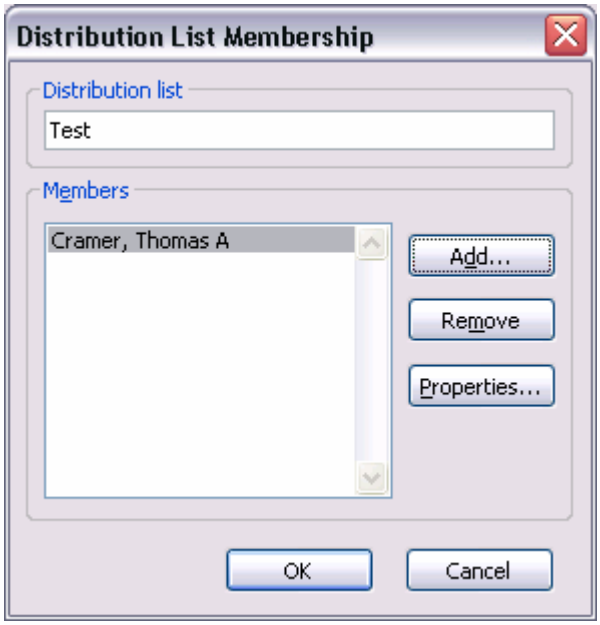
2.) Search for the Distribution List that you maintain. If you are having problems finding it, try changing "Global Address List" to "All Groups" in the pull down for "Show Names from the."



3.) Once you have found the list, double click on it to bring up the Properties window.



4.) Click on the Modify Members button.
5.) Click the **Add** button to add a member to the list; or select a user and click the **Remove** button to remove them. Type in the Account ID of the shared email account, then click OK.



6.) Finally, click the **OK** button to save your changes.