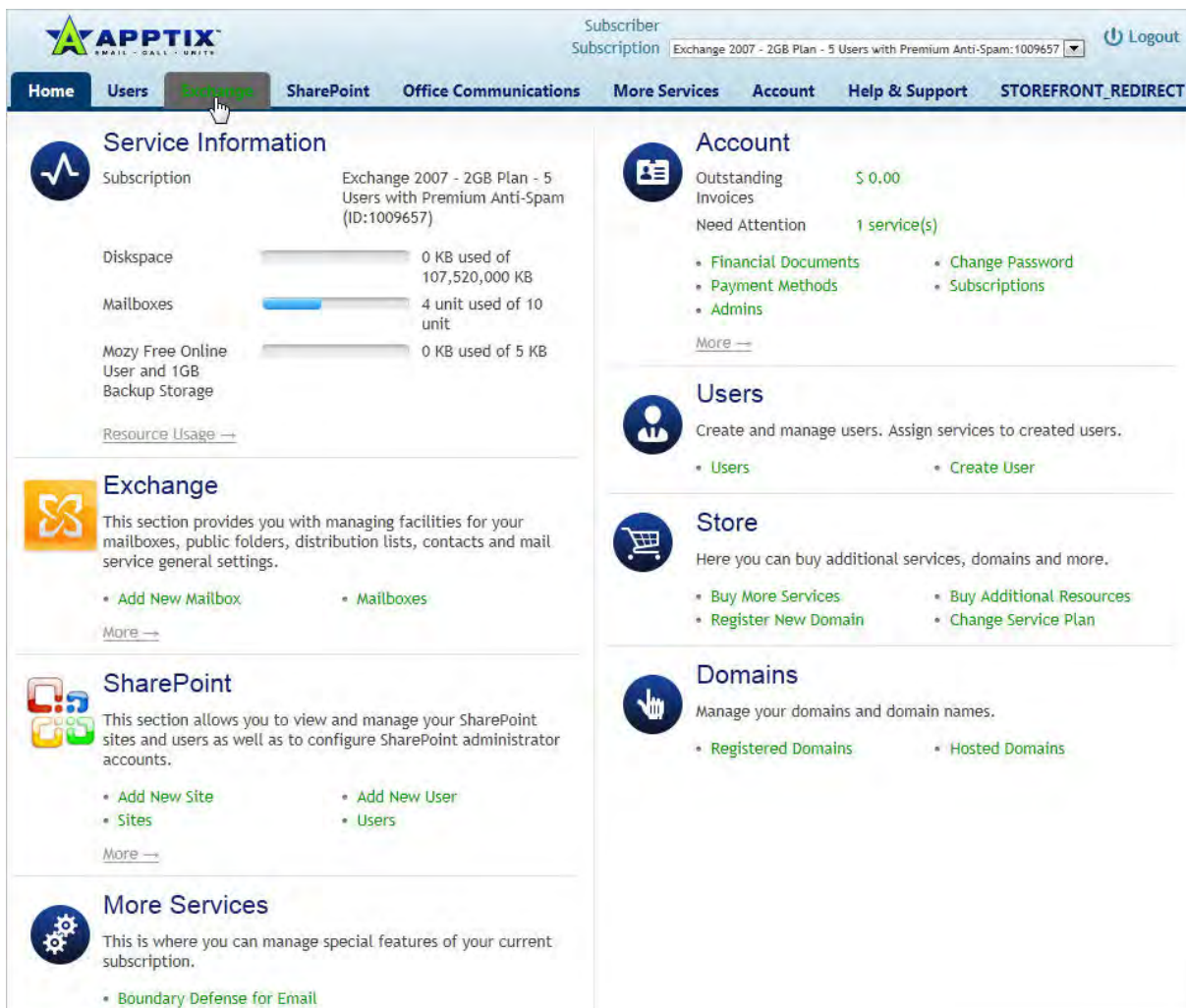


Add or Remove a User from a Distribution List

Distribution lists help you organize your addresses into groups and send messages to everyone who is a member of a group. For instance, you can create a distribution list called “Sales,” and add all of your sales staff to that list. When you send a message to “Sales,” it is delivered to every mailbox that is a member of the “Sales” distribution list.

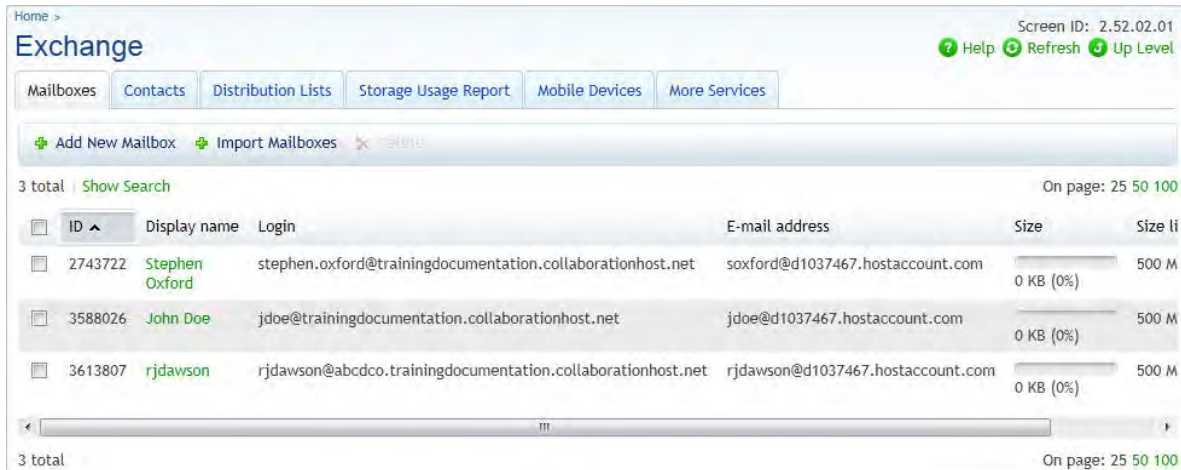
1. Log into the Apptix Control Panel.

The Apptix Control Panel’s main dashboard displays:

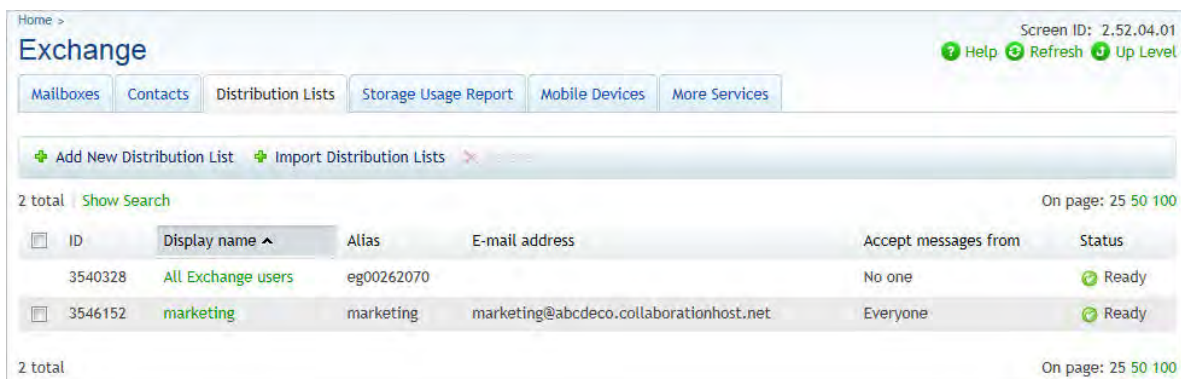


2. As illustrated above, select the **Exchange** tab from the menu bar of the main dashboard.

The **Exchange** dashboard displays:

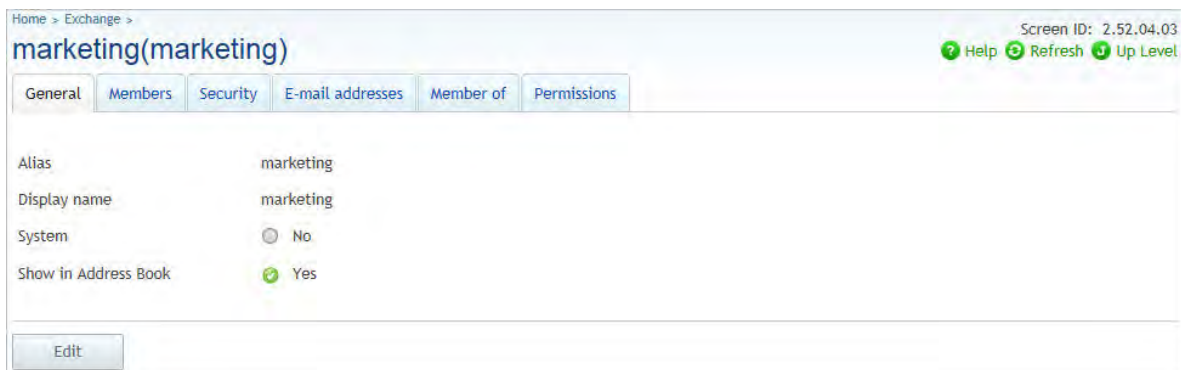


3. Select the **Distribution Lists** tab and a list of all current distribution lists for the account displays:



4. Select the distribution list to which you would like to add members by clicking its **Display name**.

The **Details** screen for the selected distribution list displays:



5. Click the **Members** tab:

Home > Exchange > marketing(marketing) Screen ID: 2.52.04.06
Help Refresh Up Level

General **Members** Security E-mail addresses Member of Permissions

2 total [Show Search](#) On page: 25 50 100

ID	Display name	E-mail address	Type	Status
<input type="checkbox"/> 3541601	mjackson	mjackson@abcdeco.collaborationhost.net	Mailbox	<input checked="" type="checkbox"/> Ready
<input type="checkbox"/> 3541713	xcorman	xcorman@abcdeco.collaborationhost.net	Mailbox	<input checked="" type="checkbox"/> Ready

2 total On page: 25 50 100

6. On the **Members** tab, click **[Add New Member]**.

A list of available users displays:

Home > Exchange > marketing(marketing) Screen ID: 2.52.04.05
Help Refresh Up Level

General **Members** Security E-mail addresses Member of Permissions

Add Distribution List Member

3 total [Show Search](#) On page: 25 50 100

ID	Display name	E-mail address	Type
<input type="checkbox"/> 356185	careers	careers@abcdeco.collaborationhost.net	Public folder
<input type="checkbox"/> 356292	sales	sales@zzabcd.collaborationhost.net	Public folder
<input checked="" type="checkbox"/> 3570365	rjsmith	rjsmith@abcdeco.collaborationhost.net	Mailbox

3 total On page: 25 50 100

7. Place a check mark beside all the users you want to include in the new distribution list and click **[Submit]**.

The selected users are added to the new distribution list:

Home > Exchange > marketing(marketing) Screen ID: 2.52.04.06
Help Refresh Up Level

General Members Security E-mail addresses Member of Permissions

1 distribution list member(s) scheduled for addition.

Add New Member Import Members Delete

3 total | Show Search On page: 25 50 100

ID	Display name	E-mail address	Type	Status
3541601	mjackson	mjackson@abcdeco.collaborationhost.net	Mailbox	Ready
3541713	xcorman	xcorman@abcdeco.collaborationhost.net	Mailbox	Ready
3570365	rjsmith	rjsmith@abcdeco.collaborationhost.net	Mailbox	Creating

3 total On page: 25 50 100

- To remove a member from this list, place a check mark beside them and click the [Delete] button.