Amend Distribution Group

Add or remove recipients to a distribution group.

1. In Outlook Open the address book

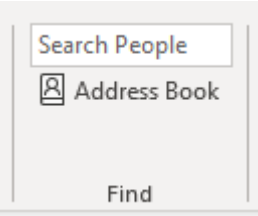
Either press **CTRL + SHIFT + B**

OR

Go to **Contacts** in the bottom left

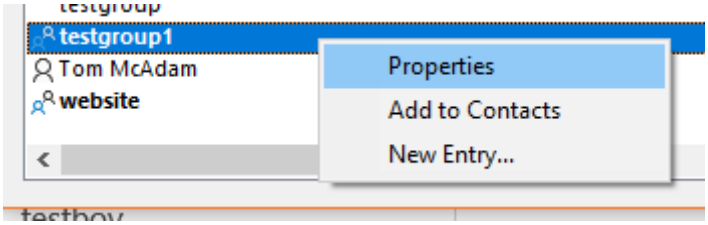


Select **Address Book** in the top right.

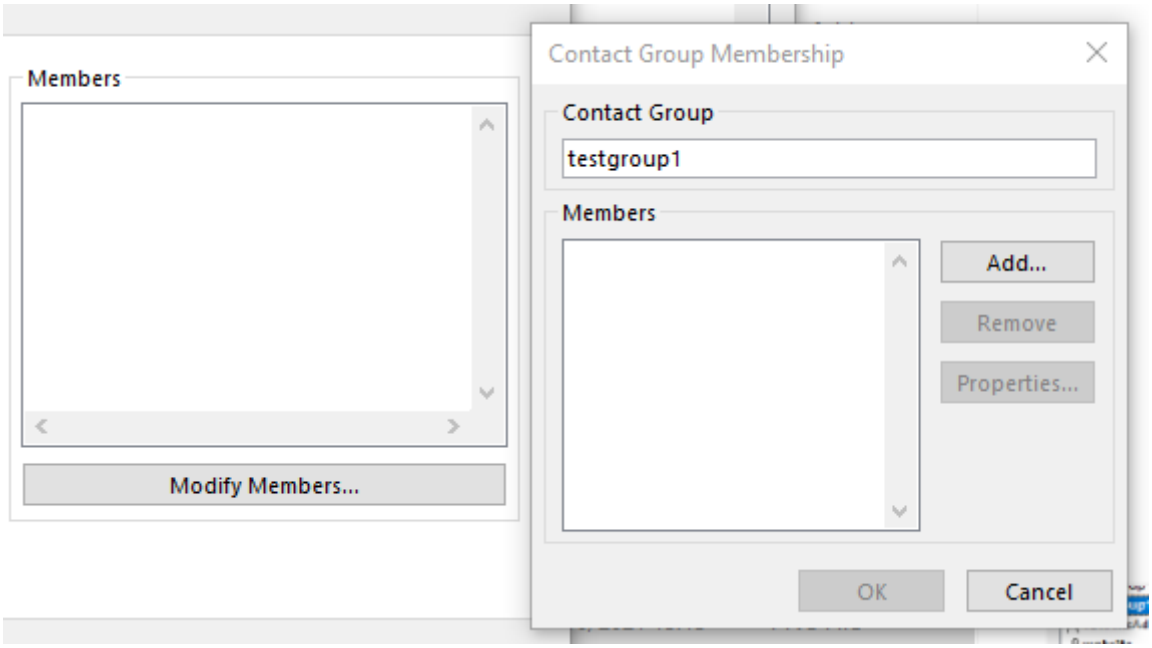


2. Edit your distribution list:

In the Address Book find the list you wish to edit > Right Click > Properties.



Choose **Modify** > **Add** or **Remove** depending on if you are adding or removing members.



You can either highlight members and hit **Remove** to remove them or if you are choosing "**Add..**" a prompt will appear for you to select which users to add in.

If you hit any errors at this point OR anything is grayed out you may not be the owner of this group, in which case please request to support@safetynet-it.com to be added in.

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