

# 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

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

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## 2. Edit your distribution list:

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

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

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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](mailto:support@safetynet-it.com) to be added in.**

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