

# Amend Distribution Group

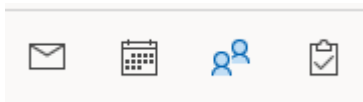
Add or remove recipients to a distribution group.

## 1. In Outlook Open the address book

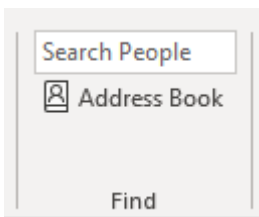
Either press **CTRL + SHIFT + B**

OR

Go to **Contacts** in the bottom left

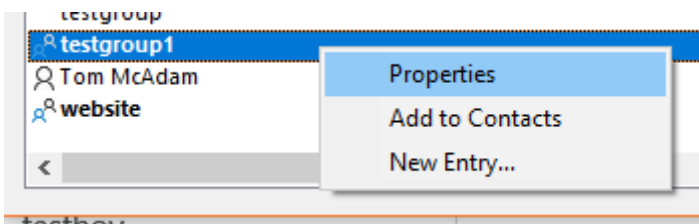


Select **Address Book** in the top right.

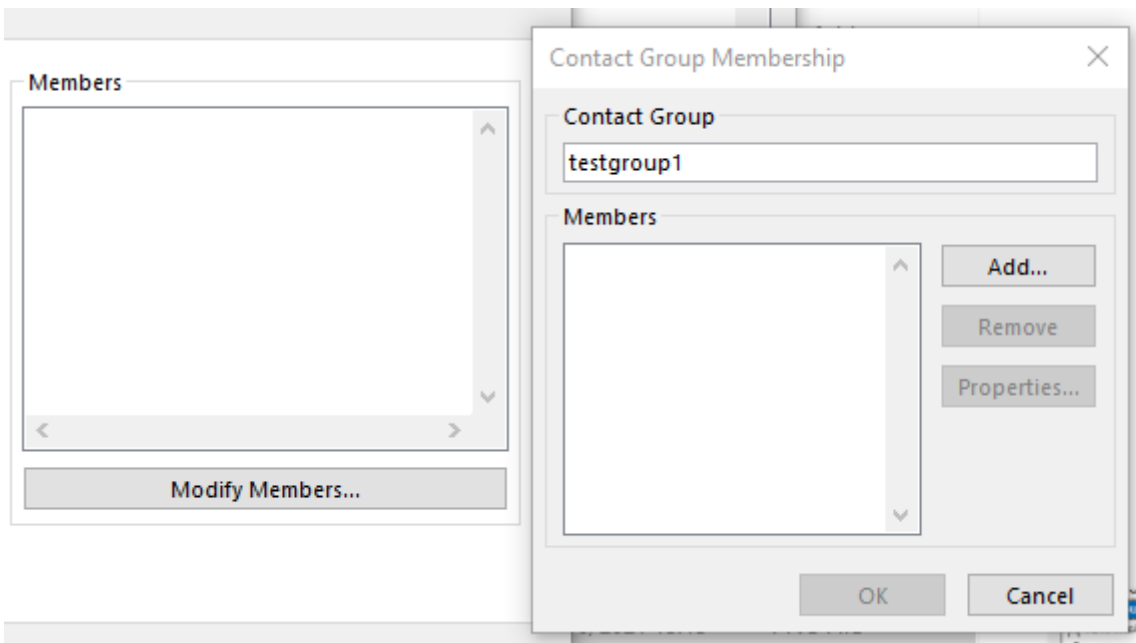


## 2. Edit your distribution list:

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

---

Revision #1

Created 27 October 2021 14:08:03 by Daniel

Updated 27 October 2021 14:29:50 by Daniel