Manage an E-mail Group

Address Book

1. In Outlook, open the Address Book and double-click the group you want to manage.

Note: “Reptile Science Test User 1” is listed as an Owner. This will be the case if you forget to check the “Manager can update list” check box.

Group Properties

2. Click Modify Members.
Distribution List Membership

3. Click Add.

Add Users

4. Select members to add to the e-mail group.

Note: Select multiple members by holding down the Ctrl key while clicking the member.

5. Click OK.