

Viewing / Editing a Distribution List

Control Panel > Communication > Distribution List

Viewing / Editing a Distribution List:

1. Go to **Control Panel > Communication > Distribution List**.
2. Locate the desired list and click on **Edit**.

<input type="checkbox"/>	Property	Name	Description	
<input checked="" type="checkbox"/>	One Corporate Tower	All Non-Tenant Users - Query	All Non-Tenant Users - Query	Edit
<input type="checkbox"/>	One Corporate Tower	All Tenant Managers	All Tenant Managers	Edit
<input type="checkbox"/>	One Corporate Tower	All Tenant Managers - Query	All Tenant Managers - Query	Edit
<input type="checkbox"/>	One Corporate Tower	All Tenants - Query	All Tenants - Query	Edit
<input type="checkbox"/>	One Corporate Tower	All Users - Query	All Users - Query	Edit


3. Make the desired changes to the **Distribution List Name, Description, and/or Search** criteria.
4. To view users associated with the selected **Distribution List** that have been manually added individually using the **Add Users** button, click on the **Members** tab.

Last Name	First Name	Email	Emergency Contact	Tenant	Tenant User
Dallas	HelpDesk	hd@cbre.com	N/A	N/A	No <input checked="" type="checkbox"/>
Smith	Joe	joe.smith@email.com	N/A	N/A	No <input checked="" type="checkbox"/>
Chav	Kor	KorChav@gmail.com	N/A	N/A	No <input checked="" type="checkbox"/>
James	Tom	tom.james@invalid.com	N/A	N/A	No <input checked="" type="checkbox"/>
Portal	Axis	axisportal@gmail.com	N/A	N/A	No <input checked="" type="checkbox"/>
Owner	Owen	owner@axisportal.com	N/A	N/A	No <input checked="" type="checkbox"/>

5. Click to remove individual users from the **Distribution List**.
6. To view users that have been added using the **Add Query** option, click on the **Queries** tab.
7. Click on **View** under the **Email View** column. The associated users will be displayed as a list below.

Property	Building	Tenant	User Group	User Group String	Emergency Contact	First Name	Last Name	Email View
One Corporate Tower							Both	View

Last Name	First Name	Email	Phone Number	Emergency Contact	Tenant	Tenant User
Bertrand	Eddie	engineer.eddiebertrand@gmail.com		N/A	N/A	No
Butler	Geoffrey	Geoffrey@cbre.com		N/A	N/A	No
Caster	Daisy	rem@axisportal.com	1x5555555555	N/A	N/A	No
Chan	Ian	ian.v.chan7@cbre.com		N/A	N/A	No
Chav	Kor	KorChav@gmail.com		N/A	N/A	No
Dallas	HelpDesk	hd@cbre.com		N/A	N/A	No
Doe	John	john.doe@broker.com	1x1234567891	N/A	N/A	No
Ford	Josh	jrober@axisportal.com	1x8488097777	N/A	N/A	No
James	Tom	tom.james@invalid.com		N/A	N/A	No
John	Harrison	harrison.john@gmail.com		N/A	N/A	No

8. Click  next to **View** of the desired **Query** filter to remove the **Query** along with all the associated users from the **Distribution List**.
9. Click on **Save**.