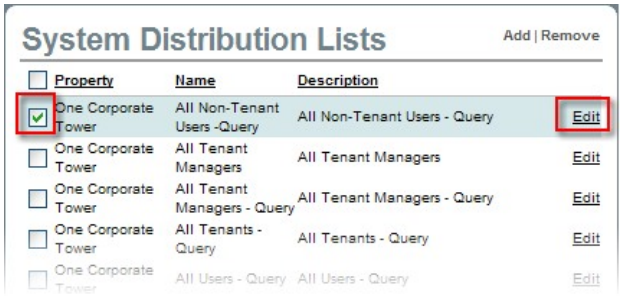
Viewing / Editing a Distribution List

Control Panel > Communication > Distribution List

Viewing / Editing a Distribution List:

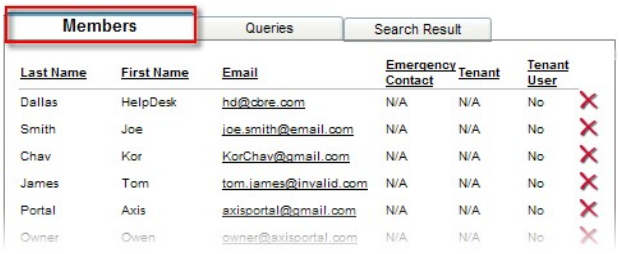
1. Go to **Control Panel** > **Communication** > **Distribution List**.

2. Locate the desired list and click on **Edit**.



3. Make the desired changes to the **Distribution List Name**, **Description**, and/or **Search** criteria.

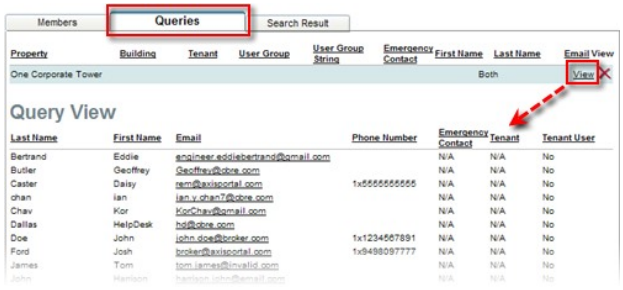
4. To view users associated with the selected **Distribution List** that have been manually added individually using the **Add Users** button, click on the **Members** tab.



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.



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**.