






## Viewing / Editing a Distribution List

[Control Panel](#) > [Communication](#) > [Distribution List](#)

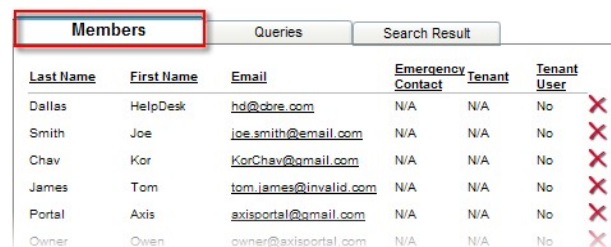
### Viewing / Editing a Distribution List:

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



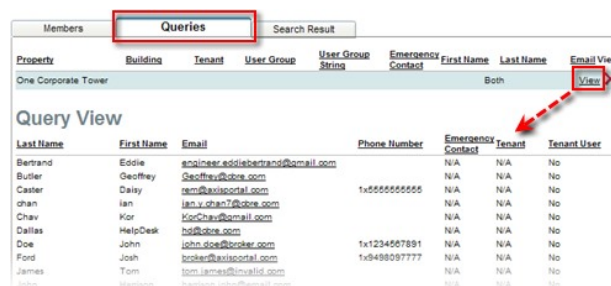
<input type="checkbox"/>	Property	Name	Description	
<input checked="" type="checkbox"/>	One Corporate Tower	All Non-Tenant Users -Query	All Non-Tenant Users - Query	<b>Edit</b>
<input type="checkbox"/>	One Corporate Tower	All Tenant Managers	All Tenant Managers	<a href="#">Edit</a>
<input type="checkbox"/>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

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.



Members						Queries	Search Result
Last Name	First Name	Email	Emergency Contact	Tenant	Tenant User		
Dallas	HelpDesk	hd@cbre.com	N/A	N/A	No	✗	
Smith	Joe	joe.smith@email.com	N/A	N/A	No	✗	
Chav	Kor	KorChav@gmail.com	N/A	N/A	No	✗	
James	Tom	tom.james@invalid.com	N/A	N/A	No	✗	
Portal	Axis	axisportal@gmail.com	N/A	N/A	No	✗	
Owner	Owen	owner@axisportal.com	N/A	N/A	No	✗	


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.



Queries								Search Result
Property	Building	Tenant	User Group	User Group String	Emergency Contact	First Name	Last Name	Email View
One Corporate Tower						Both		<b>View</b>

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	daisy@axisportal.com	1x5555555555	N/A	N/A	No
Chan	Ian	ian.chan@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	joshford@axisportal.com	1x9498097777	N/A	N/A	No
James	Tom	tom.james@invalid.com		N/A	N/A	No
John	Hamilton	hamilton.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**.