





# 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	<a href="#">Edit</a>
<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.

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	<a href="#">View</a>

  

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@broiler.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 **X** 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**.