1. In outlook, click “New Email” as if you are creating a new email to send. It will bring up the new email window as shown below.

2. Click the “Address Book” button or the “To” button to bring up the address book. Make sure the Address book is set to “Global Address List”
3. In the Search section type the 1st few characters to search for the DL that you would like to add/remove a member to. We are going to add a member here. Once you find the group that you want to manage, right-click it and select properties.

![Select Names: Global Address List]

4. Click “Modify Members...” to bring up a list of people so that you can select who you would like to add. Then click “Add” on the next menu

![zztstautores5_Schedulers]

Then click “Add” on the next menu
5. Type the 1st few characters of the name of person that you would like to add and select the person from the list. Double-click the name or click add with that persons name highlighted. You will see the names of the people that you are adding next to the add button. Then click OK when you have all of the names that you want to add in the list.

6. Click Ok, Ok, then Apply to save your settings. Once this is done, you are finished.