

Title: Editing Distribution Lists

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After creating a distribution list in your Web-Based Email Address Book, you can edit it as necessary. To Edit a Distribution List From the **Address Book** menu, click **View Address Book**. If necessary, open the **Distribution Lists** area by clicking the **plus sign (+)** next to the name. Click the **Manage** hyperlink for the list you want to edit. Edit the list. When finished, click **Save Changes**.