How to add or remove users from a distribution list in Outlook

1. In Outlook, click on the address book button or tools / address book:

![Address Book](image1)

Open the Address Book to look for names, phone numbers, and email addresses.

2. Find the distribution list i.e. *All Information Services:

![Distribution List](image2)
3. Right click on *All Information Services and select 'Properties'

4. Click on 'Modify Members'
5. To remove a user, select the user and click on 'Remove':

6. To add a user, click on the 'Add' button and then find the user in the Global Address list. Click ok and then apply.