

Adding a New Distribution List

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There are two steps to creating a distribution list; the first step involves creating the distribution list itself and the second step involves adding members to the distribution list.

Creating a Distribution List

1. Log in to the Hosted Services Panel (<https://controlpanel.hostedservices.com>) using your Administrator Username and Password.
2. Click on **Exchange** and then select **Distribution Lists**.



3. Click the **Add New Distribution List** button.
4. Give the distribution list an alias, display name and email address. The display name specifies how the distribution list will show in the Global Address List.

Add New Distribution List Help Refresh Up Level

General

Alias

Display name

E-mail address @ cobwebexchange2007.com

Show in address book

5. Select a security option. This will specify who can send to the distribution list.

Security

Accept messages from

Everyone
Everyone can send messages to the distribution list.

Organization
Only members of the organization can send messages to the distribution list.

Members
Only members of the distribution list can send messages to the distribution list.

6. Select **Submit**.

Adding Members to a Distribution List

1. Click on the display name of the relevant distribution list.

Exchange Help Refresh Up Level

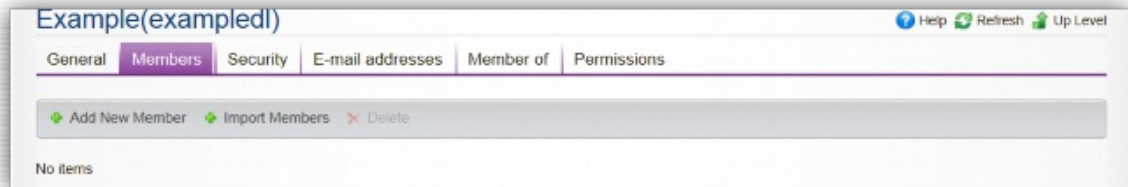
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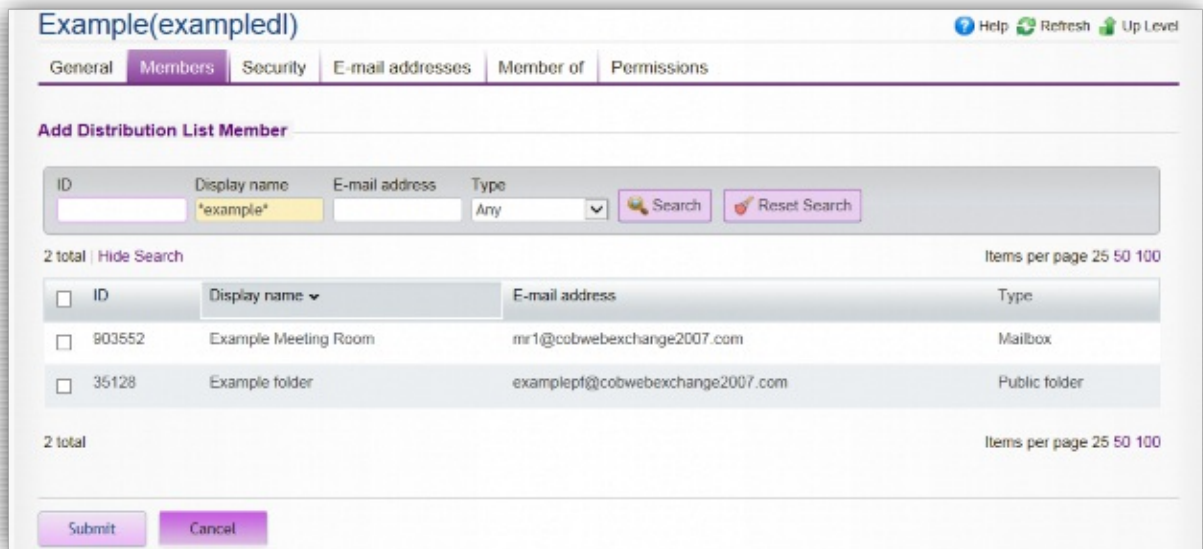
3 total | [Show Search](#) Items per page 25 50 100

<input type="checkbox"/>	ID	Display name	Alias	E-mail address	Accept messages from	Status
<input type="checkbox"/>	2147096	Example	example	exampledl@cobwebexchange2007.com	Everyone	Ready

2. Select the **Members** tab and then click on **Add New Member**.



3. Tick all the users you wish to add to the distribution list and then select **Submit**.



Your distribution list has now been configured. Please allow us to 4 hours for the distribution list to start accepting mail.