

Add a New Distribution List for Exchange 2013

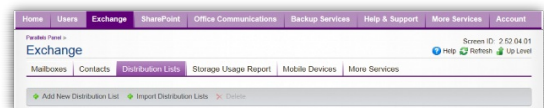
Last Modified on 23/01/2020 11:28 am GMT

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 Control Panel with your reseller account (<https://controlpanel.hostedservices.com>) and then log in as the relevant customer.

2. Click on **Exchange**

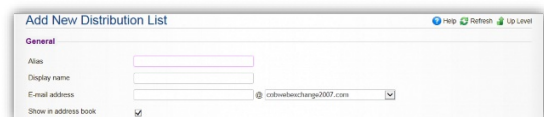


3. Select **Distribution Lists**

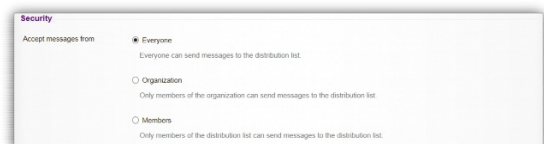
4. Click the **Add New Distribution List** button

5. Give the distribution list an alias, display name and email address.

Note: The display name specifies how the distribution list will show in the Global Address List.



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



8. Select **Submit**.

Adding Members to a Distribution List

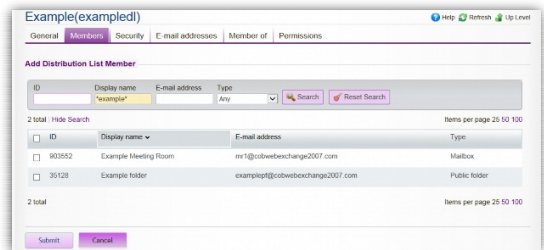
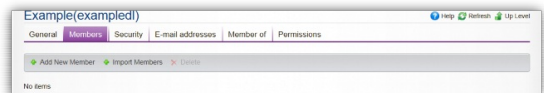
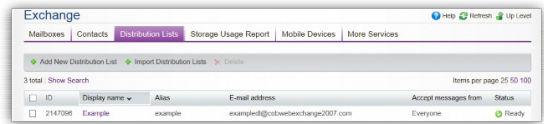
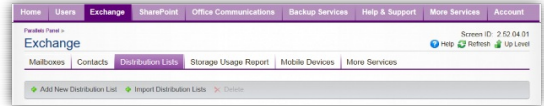
1. Log in to the Control Panel with your reseller account

reseller account

(<https://controlpanel.hostedservices.com>)

and then log in as the relevant customer.

2. Click on **Exchange**
3. Select **Distribution Lists**
4. Click on the display name of the relevant distribution list.
5. Select the **Members** tab
6. Select **Add New Member**.
7. Tick all the users you wish to add to the distribution list
8. Select **Submit**



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