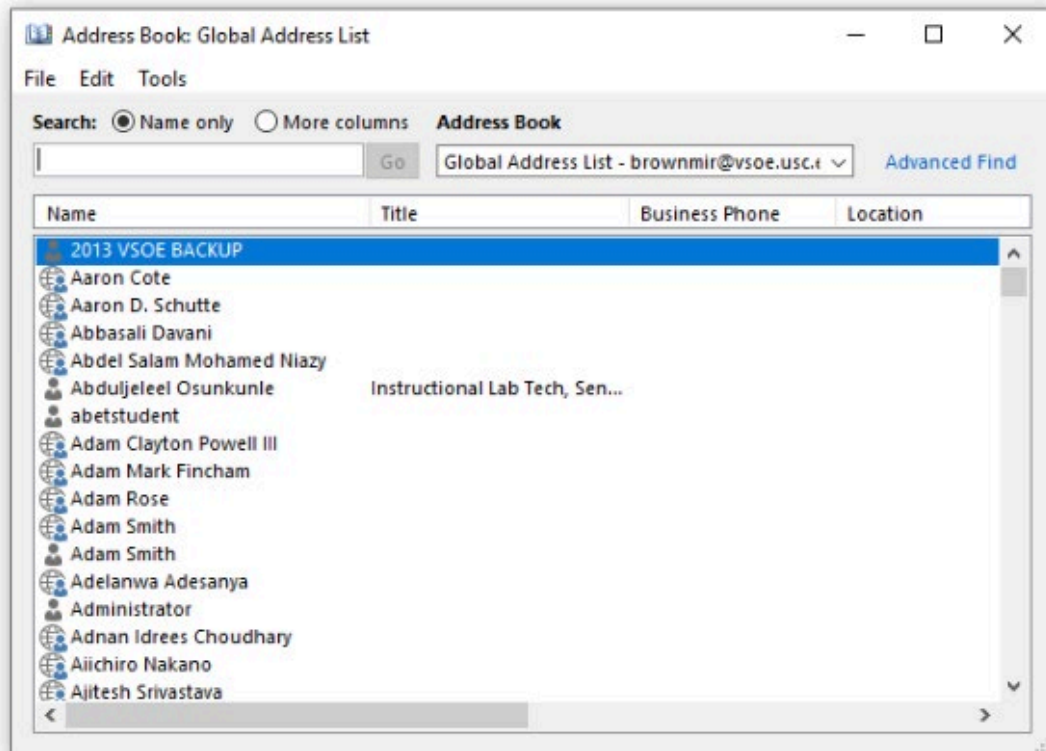
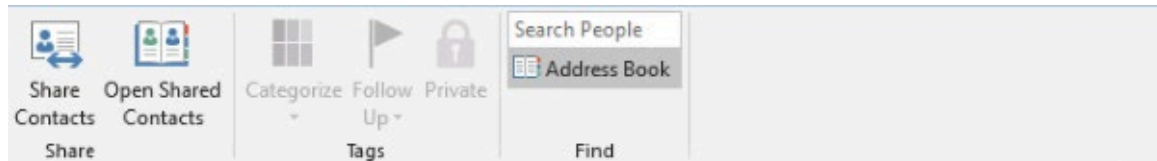


How to Add and Remove from Mail Lists on Viterbi Exchange Email Server

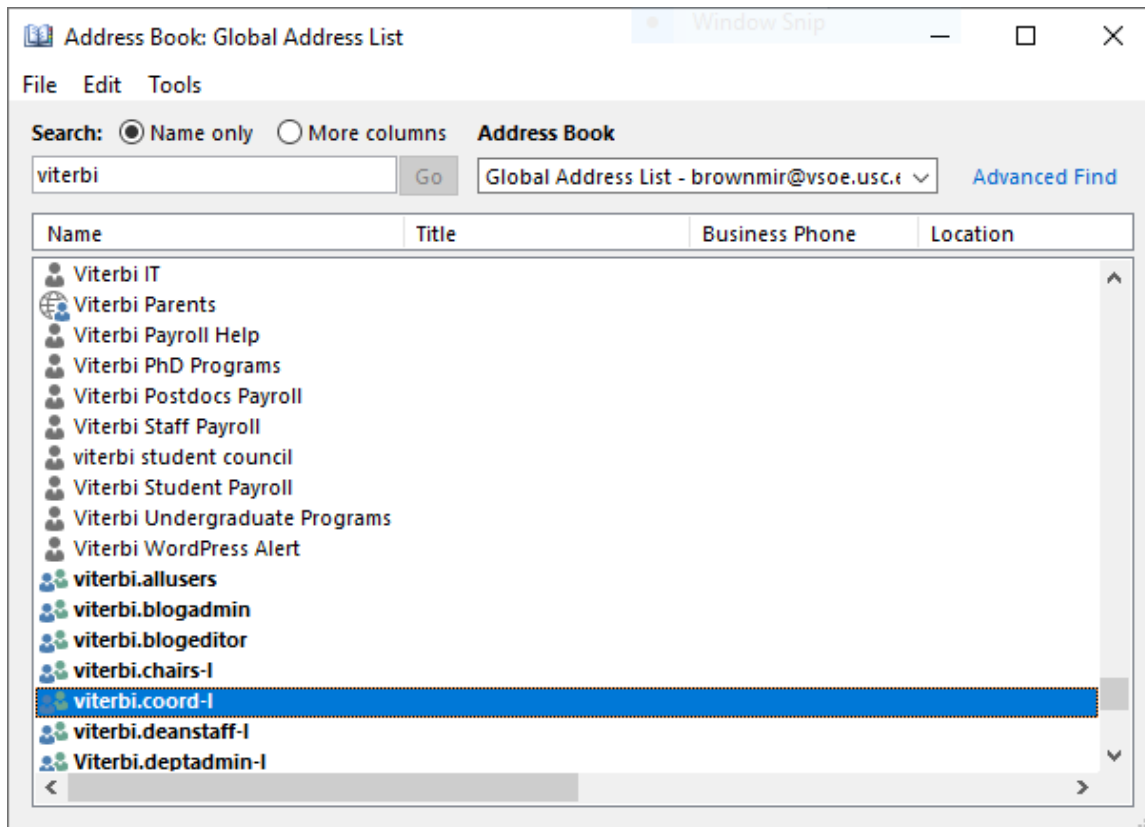
1. In Outlook, choose **People** at the bottom of the screen.



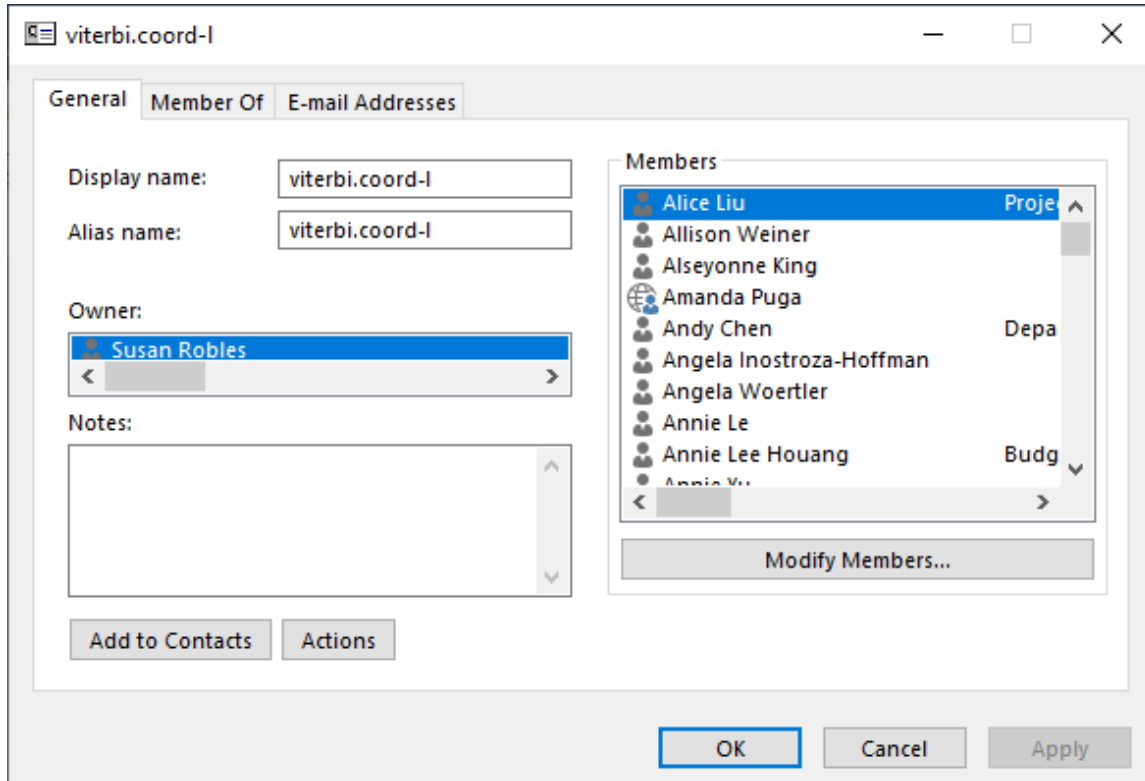
2. By default, you see your personal contacts. To view other contacts, in the **Find** group of the ribbon, click on **Address Book**.



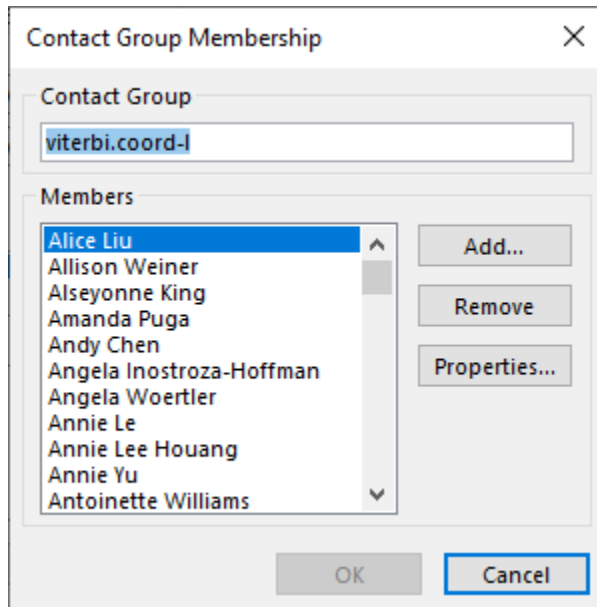
3. Type in the list that you are the administrator for. In this case, I typed in Viterbi to scroll down to the list I administer.



4. Click on **Modify Members**.



5. Click on **Add** or **Remove** as needed.



6. Once you are done, click **OK** and **Apply** to close out the remaining windows.