# Adding or Removing Staff from Manual Distribution Lists
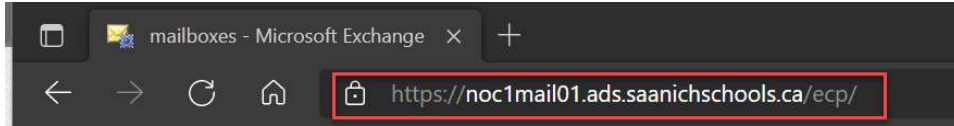### *(on premises)*

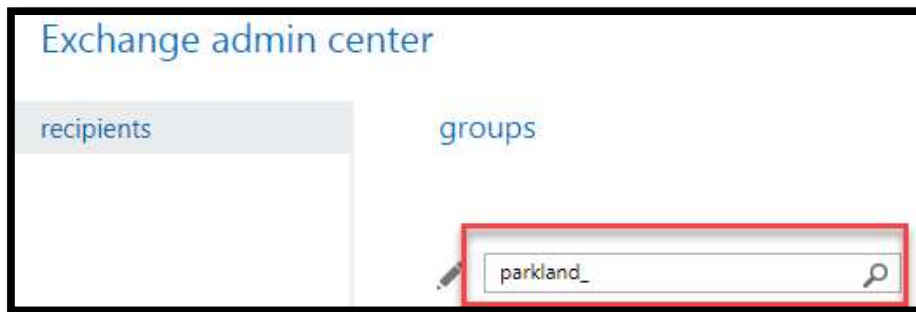In your web browser type:   https://noc1mail01.ads.saanichschools.ca/ecp/

Press Enter
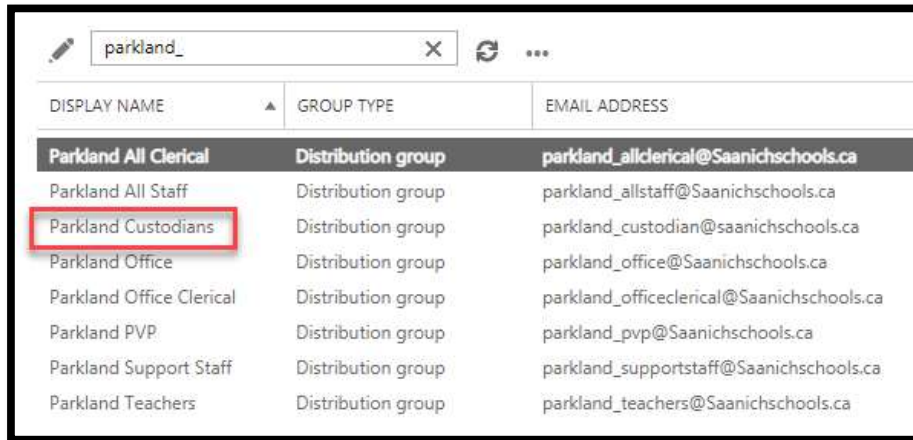


Login using your Outlook email address and password



Search for your Distribution list using location and underscore

Double click on the Distribution List you need to add or remove members from



Click Membership and use the Plus sign to add members and the minus to remove
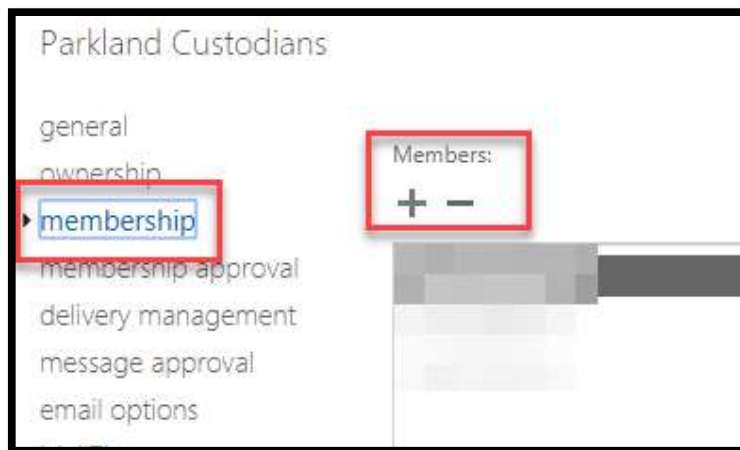


1. Click the magnifying glass
2. Type the person's name in the search and click enter
3. Select the person's name
4. Click Add
5. Click OK
6. Click Save

Brock                    1

| DISPLAY NAME ▲ | EMAIL ADDRESS |
|---|---|
| **Brock Simmonds** | **bsimmonds@saanichschools.ca** |

2

3

4

1 selected of 1 total

add ->    Brock Simmonds [remove];

OK    Cancel