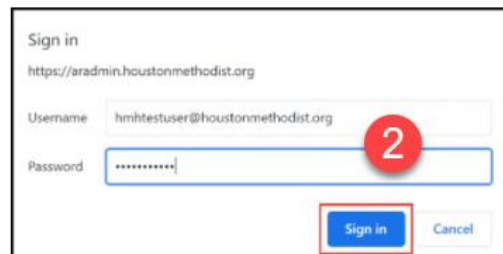


How To Update Global Distribution Lists

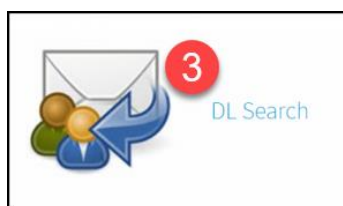


Audience: All Global Distribution List Owners

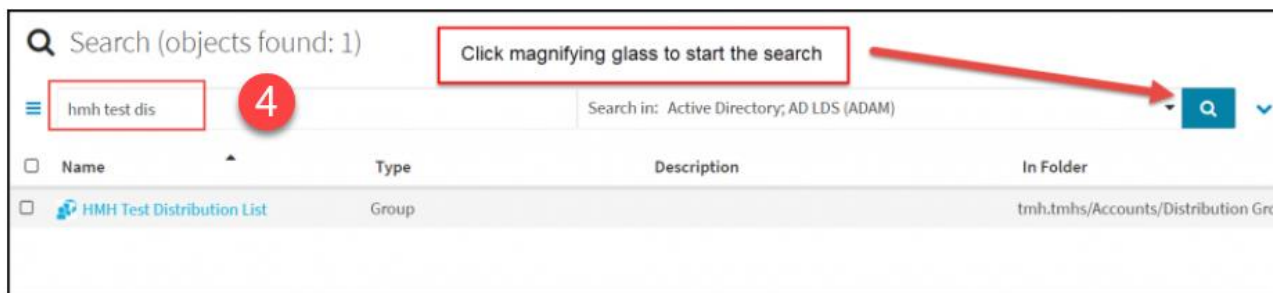
1. While on the HM network, go to <https://aradmin.houstonmethodist.org/ARWebDLmgmt>
2. If prompted, enter your HM **email address** for **Username** and your network **password**. Click **Sign in**.



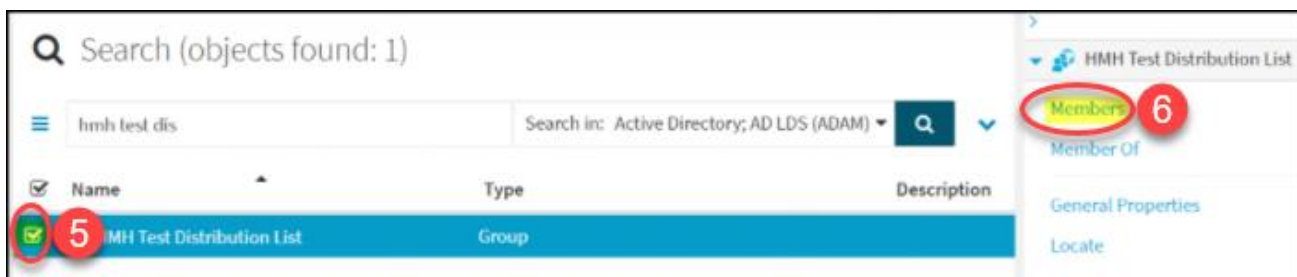
3. Click the **DL Search** icon.



4. Enter name of the distribution list (DL) you want to modify. Click the **magnifying glass** icon to begin your search. **Note:** If you can't find the DL you want to modify, you are not the owner of that list. Please reach out to the IT Service Desk to request assistance with changing ownership or modifying the list for you.



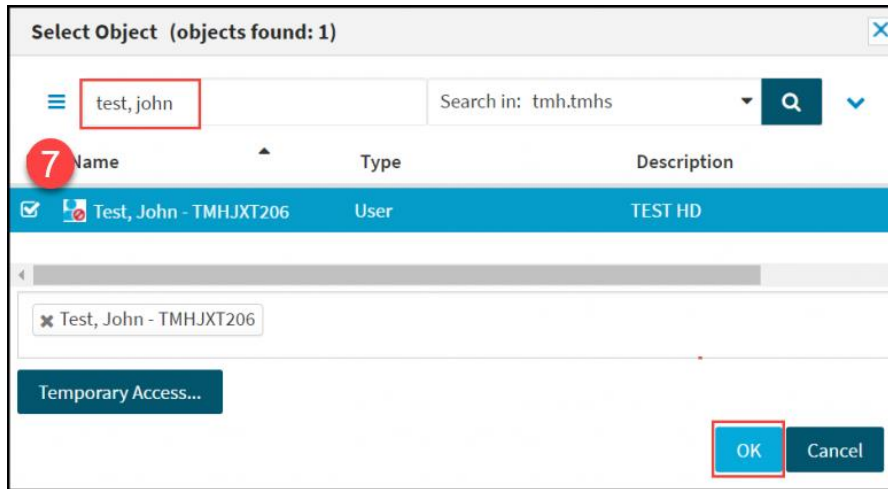
5. Once the DL is located, click the **check box** next to it.
6. A **Members** option will appear on the right side of the page. Click **Members** to proceed.



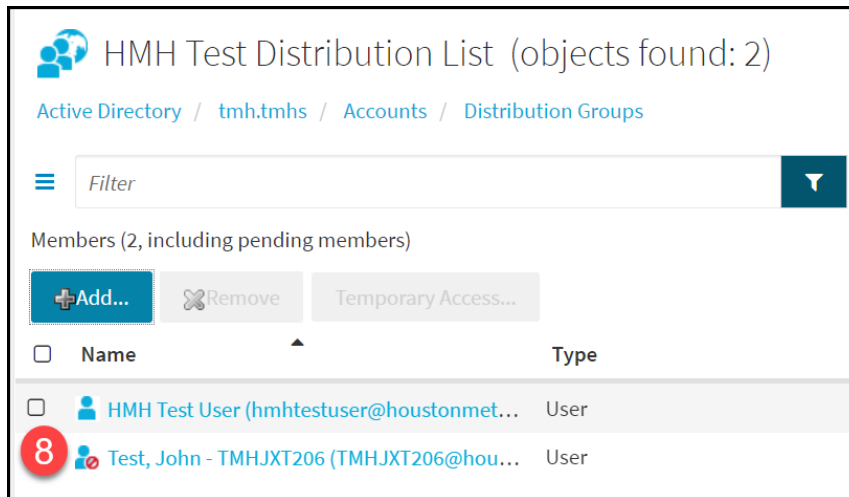
How To Update Global Distribution Lists



7. Search for the individuals you want to add to the DL. Search by **last name, first name** format. Check the **box** next to their name to add them. Click **OK** to add them to the group.



8. You should now see their name added to the DL.



Note: Allow one hour for changes to take effect before sending an email to the updated DL. Allow 24 hours before changes appear in the Outlook global address list.