



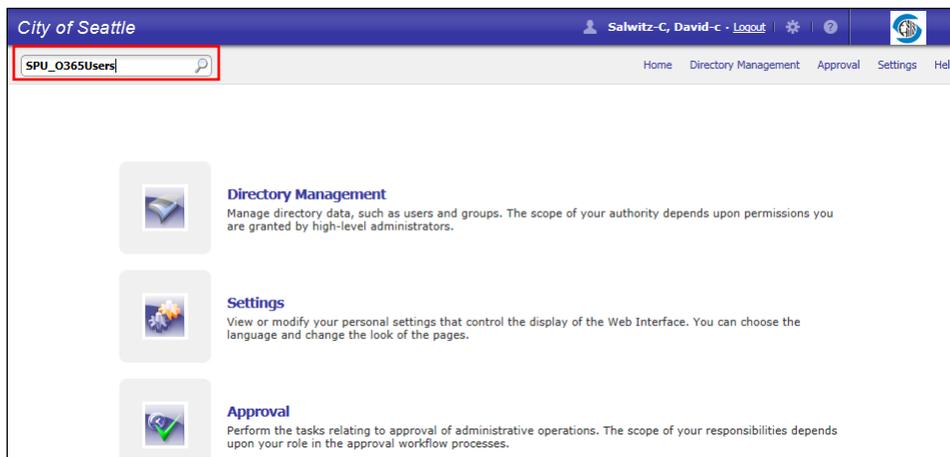
Managing Distribution List Membership Using ARSweb

ARSweb is currently being used to manage distribution lists rather than using Outlook.

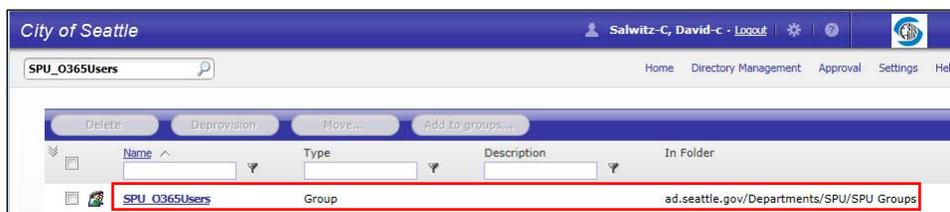
If you have feedback regarding this procedure, please send an email to doit_help@seattle.gov.

Adding a user to a distribution list using ARSweb

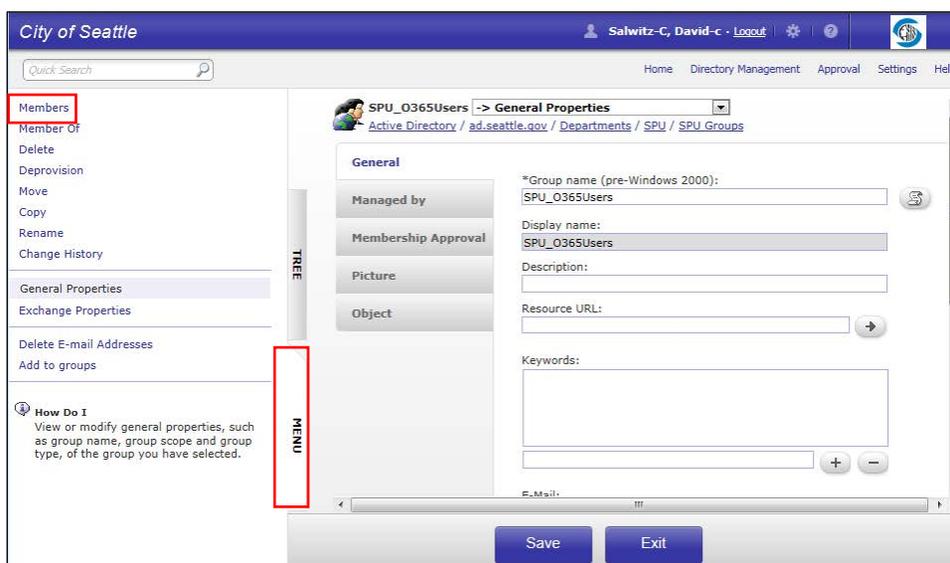
1. Log onto <http://arsweb/cos/>.
2. Click into the **Quick Search** field and type in the name of the distribution list you wish to edit (e.g. SPU_O365Users). Then press **Enter** or click on the magnifying glass .



3. Click on the distribution list name (e.g. SPU_O365Users).



4. Click on the **Menu** tab and then click **Members** in the left navigation pane.



Managing Distribution List Membership Using ARSweb

5. All distribution list members will appear as shown below. (Note: Non-SEA domain members will show an "x" on the user icon 🗑️.)

The screenshot shows the 'City of Seattle' ARSweb interface. The main content area displays the 'SPU_0365Users -> Members' page. The page has a navigation bar with 'Home', 'Directory Management', 'Approval', 'Settings', and 'Help'. Below the navigation bar, there is a search bar and a breadcrumb trail: 'Active Directory / ad.seattle.gov / Departments / SPU / SPU Groups'. The main content area features a table of members with columns for 'Name', 'Description', and 'Type'. The 'Add...' button is highlighted with a red box. The table lists the following members:

Name	Description	Type
AndrewL (Laurel.Andrews@seattle.gov)		User
CarpensS (Scott.Carpenter@seattle.gov)		User
HoH (Helen.Ho@seattle.gov)		User
Petersok (KathyA.Peterson@seattle.gov)		User
PolleyK (Kayo.Polley@seattle.gov)		User
PorisD (Deborah.Poris@seattle.gov)		User
SchianV (Vicky.Schiantarelli@seattle.gov)		User
SeeB (Bernadette.See@seattle.gov)		User
WoodenL (Leanne.Wooden@seattle.gov)		User

6. Click **Add** to add a new member to the distribution list.

This is a close-up screenshot of the 'Add...' button in the 'SPU_0365Users -> Members' page. The button is highlighted with a red box. The page header shows the breadcrumb trail: 'Active Directory / ad.seattle.gov / Departments / SPU / SPU Groups'.

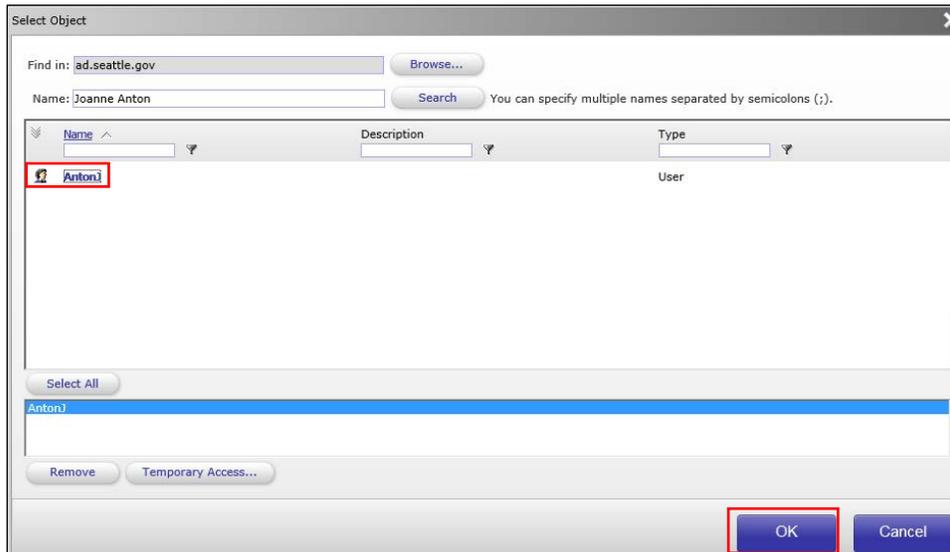
7. In the **Select Object** window, type the employee name you wish to add in the **Name** field and click **Search**.

The screenshot shows the 'Select Object' window in the ARSweb interface. The 'Find in:' field contains 'ad.seattle.gov'. The 'Name:' field contains 'Joanne Anton' and is highlighted with a red box. The 'Search' button is also highlighted with a red box. The window displays a list of search results with columns for 'Name', 'Description', and 'Type'. The search results show the following entry:

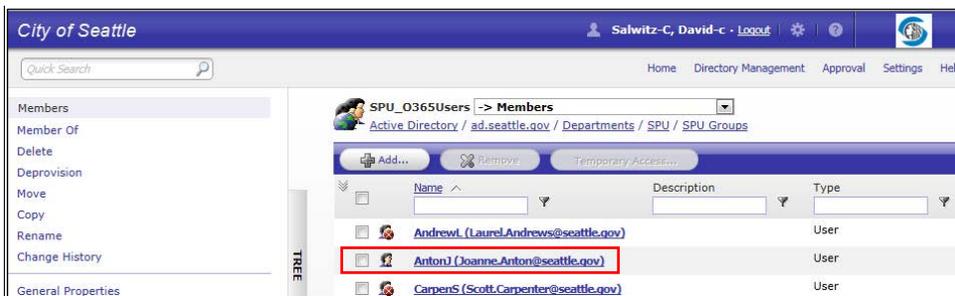
Name	Description	Type
AntonJ		User

Managing Distribution List Membership Using ARSweb

- Click on the employee name in the **Search Results** field. The name will then appear in the lower field as shown below. Then click **OK** to add the employee to the distribution list.



- The new member has been added to the distribution list as shown below.



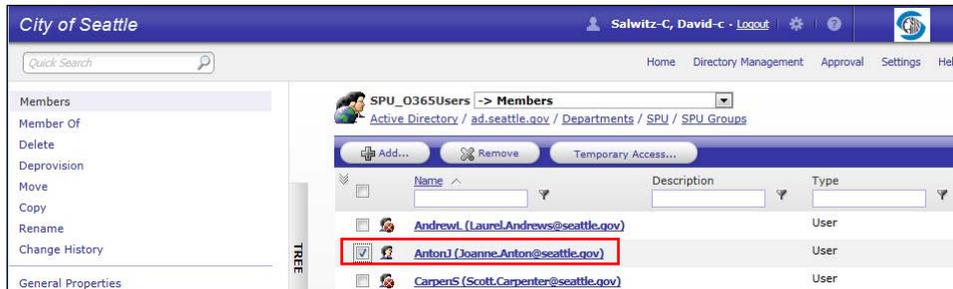
- When finished, be sure to click **Logout**.



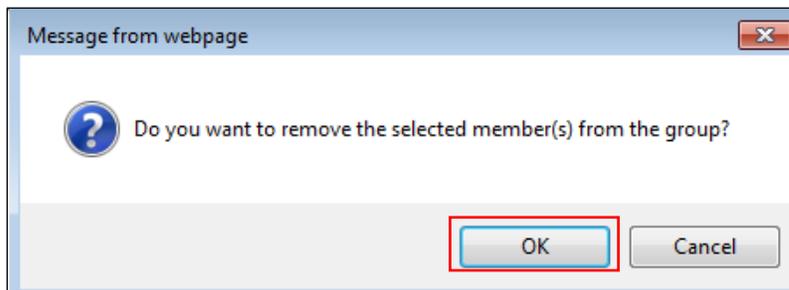
Managing Distribution List Membership Using ARSweb

Removing a user to a distribution list using ARSweb

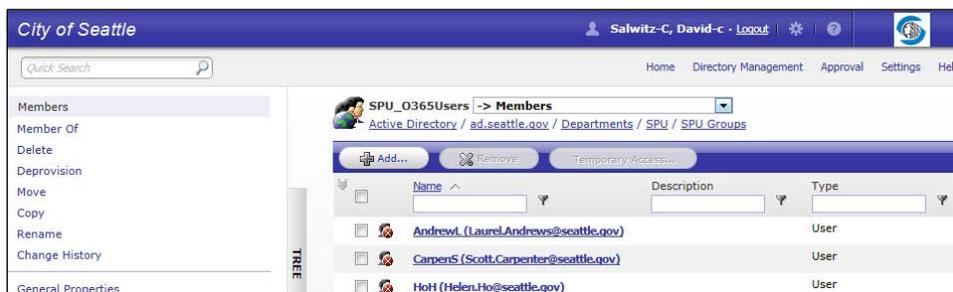
1. To remove a member from a distribution list, click the **checkbox** next to the user's name, then click **Remove**.



2. Click **OK** to remove the selected member from the group.



3. The member has been removed.



4. When finished, be sure to click **Logout**.

