## How to Request Add/Remove to/from Distribution List

Under DISA Enterprise Email, only the Distribution List (DL) owner can add or remove a user. Follow these instructions to send a request to the DL owner.

1) Go to the following URL: http://www.korea.amedd.army.mil/webapp/outlook/dl.asp

2) Find the DL you want to be added to or removed from.

a) To find the DL(s) you belong to, open your Outlook address book, find your name, open properties, and click on "Members Of" tab. All DLs you belong to will be listed. (*Example below*)

	Address Book: US Army Garrison Yongsan, Korea	) 🖶
	File Edit Tools   Search: Image: Mark and the second se	DDAC-K
/dl.a	Name Title	
	Skim, James J CIV USARMY MEDCOM KOR (US) Chief, Enterprise Sys   Skim, James K CIV (US) Kim, Jang Yeon PV2 (KS)	y Phone he "Poin
	Kim, James J CIV USARMY MEDCOM KOR (US)	23
	General Organization Phone/Noter Member Of P-mail Addresses	
	Substant Substant   Subst	
	Image: Second	
	Add to Contacts	
A	OK Cancel Apply	

3) Click on the "Add" or "Remove".



4) If you get prompted with Internet Explorer Security Pop-up like below, click "Allow". (You can check the "Do not show me the warning for this program again" checkbox if you do not want this pop-up to show again.)

Internet E	xplorer Security	<u> </u>
Û	A website wants to open web content using this program on your computer	
	This program will open outside of Protected mode. Internet Explorer's <u>Protected mode</u> helps protect your computer. If you do not trust this website, do not open this program.	
	Name:   Microsoft Office Outlook     Publisher:   Microsoft Corporation	
Do not show me the warning for this program again		
$\odot$	Details Don't	allow

5) A New Mail Message window will pop-up with DL owner email address and subject line. Enter your request and send. **DO NOT edit the To: address and Subject line.** 



Note: You must send separate requests for each DL.