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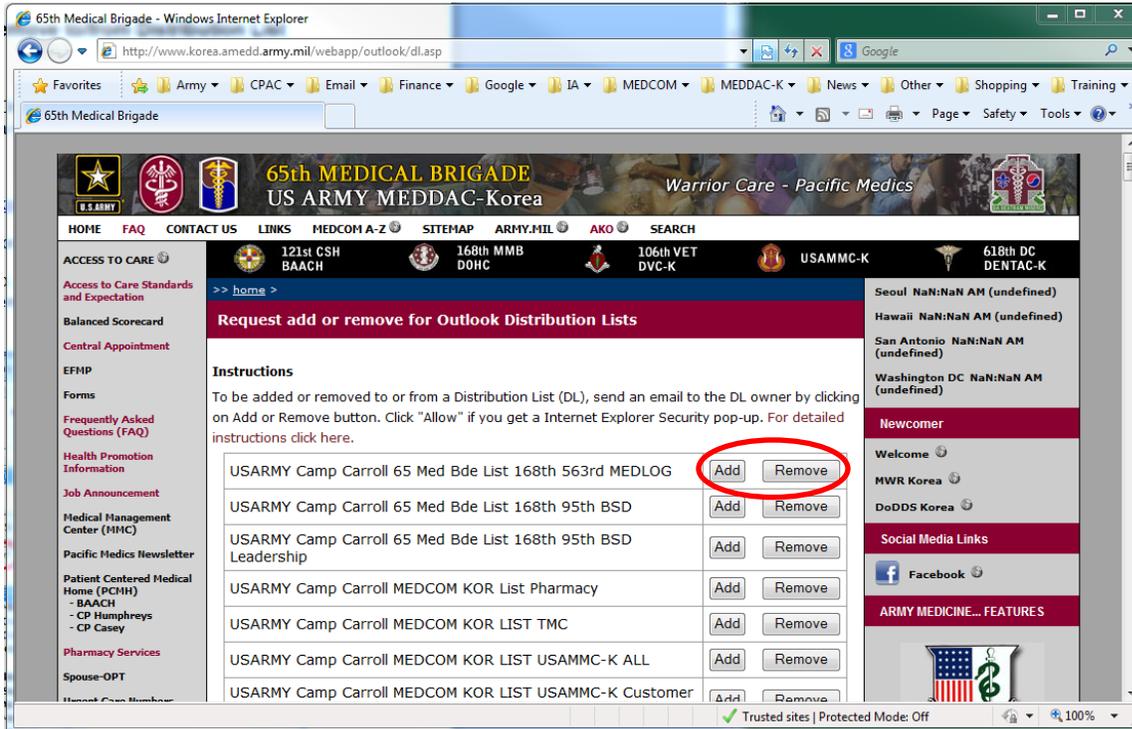
1) Go to the following URL: http://www.korea.amedd.army.mil/webapp/outlook/dl.asp

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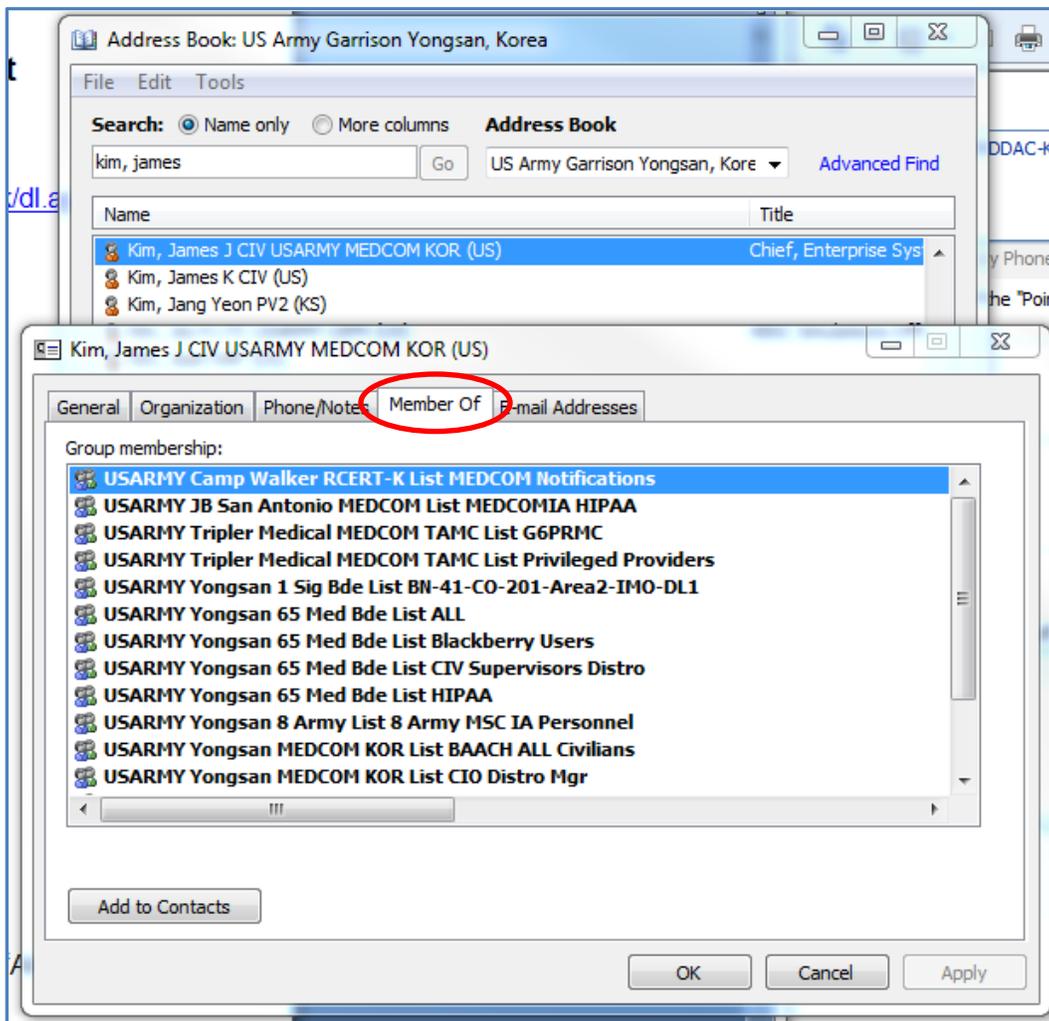
3) Click on the "Add" or "Remove".

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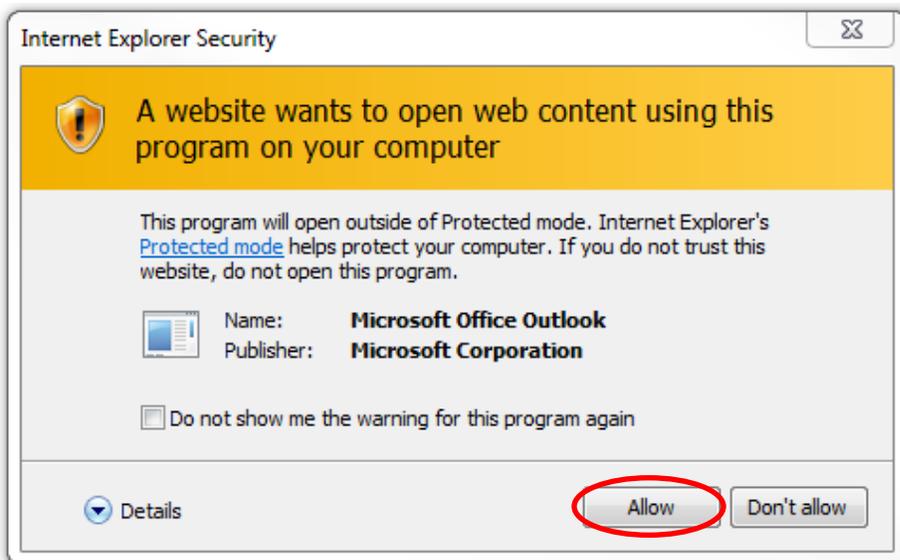
5) A New Mail Message window will pop-up with DL owner email address and subject line. Enter your request and send. **DO NOT edit the To: address and Subject line.**
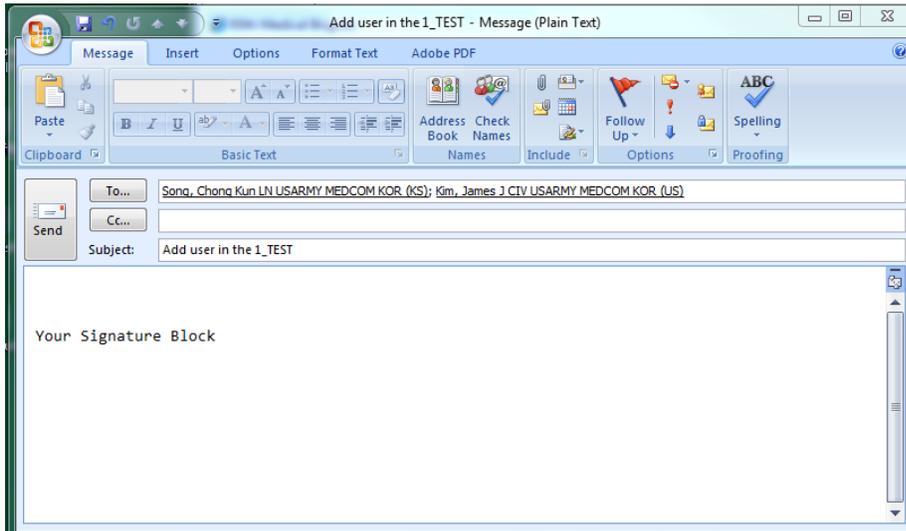
Note: You must send separate requests for each DL.