

Distribution List Management (DLM) Tool

Instructions and Tips

VANDERBILT  UNIVERSITY
MEDICAL CENTER

Information Technology

Access the DLM

- To access the Distribution List Management (DLM) tool go to DLM.app.vumc.org
- Login with your VUMC ID and password
- Upon login, you should be able to view your owned lists



Distribution List Management

DLM – Tips

- Your individual account must be a group owner, in Microsoft Office 365, of any list you want to modify.
- If you need to be made a group owner of a list, submit a [Pegasus ticket directly to the VUMC IT Collaboration team.](#)

DLM – Your listed groups

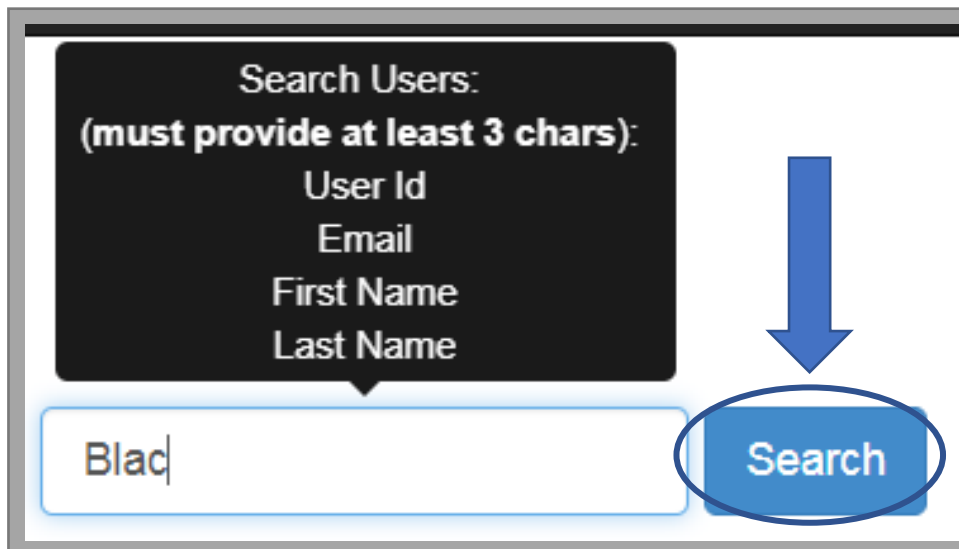
Under **Groups** - Select a group to display the current list of members

The screenshot displays the 'Group Management' interface. On the left, a list of groups is shown, with 'DL_Engineering_Test' selected and circled in blue. A blue arrow points to this selection. The right side of the interface shows a table of users with columns for 'User Id', 'Name', and 'Actions'. The 'Actions' column contains 'remove' links for each user. The interface also includes search and filter boxes, and pagination controls.

User Id	Name	Actions
atkinma1	Atkinson, Mark A.	remove
beardjh	Beard, John H	remove
blossm1	Bloss, Mark	remove
casetc	Case, Thomas C	remove
clarkjc3	Clark, Jillian C	remove
cobbma	Cobb, Mark A	remove
ContactDept-RM	ContactDept1-RM	remove
ContactDept-SA	ContactDept1-SA	remove
davisb1	Davis, Billy J	remove
denison	Denison, Mark	remove

DLM – Add a User

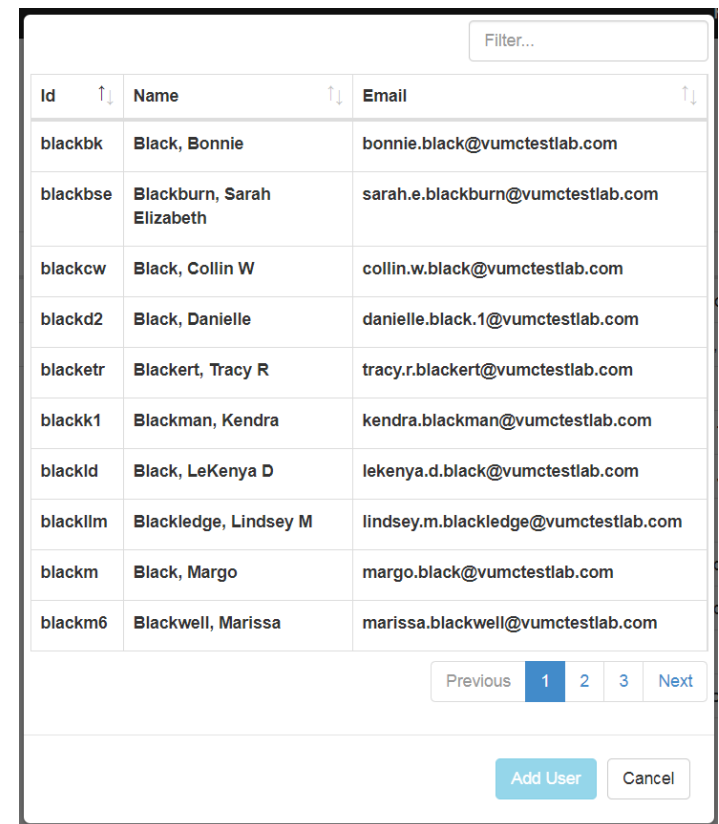
To add a **User**, enter at least three characters in the **Add User** field. Click **Search** to display the results.



Search Users:
(must provide at least 3 chars):
User Id
Email
First Name
Last Name

Blac

Search



Filter...

Id	Name	Email
blackbk	Black, Bonnie	bonnie.black@vumctestlab.com
blackbse	Blackburn, Sarah Elizabeth	sarah.e.blackburn@vumctestlab.com
blackcw	Black, Collin W	collin.w.black@vumctestlab.com
blackd2	Black, Danielle	danielle.black.1@vumctestlab.com
blacketr	Blackert, Tracy R	tracy.r.blackert@vumctestlab.com
blackk1	Blackman, Kendra	kendra.blackman@vumctestlab.com
blackld	Black, LeKenya D	lekenya.d.black@vumctestlab.com
blackllm	Blackledge, Lindsey M	lindsey.m.blackledge@vumctestlab.com
blackm	Black, Margo	margo.black@vumctestlab.com
blackm6	Blackwell, Marissa	marissa.blackwell@vumctestlab.com

Previous 1 2 3 Next

Add User Cancel

DLM – Add a User

Select a **User** to display detailed information.

Click the **Add User** button to add the User to the Distribution List.



Black, Bonnie
bonnie.black@vumctestlab.com
Research Nurse Specialist III
Clinical Pharmacology-DOM - 104342

Show User Results

Add User Cancel

The image shows a user profile card for Bonnie Black. The card contains her name, email address, title, and department. Below the card is a 'Show User Results' link. At the bottom right of the card, there are two buttons: 'Add User' and 'Cancel'. A blue arrow points down to the 'Add User' button, which is also circled in blue.

DLM – Remove a User

Click the **remove** button next to any user to remove the user from a Distribution List.

Click the **OK** button on the confirmation dialog to confirm.

User Id	Name	Actions
atkinma1	Atkinson, Mark A	remove
beardjh	Beard, John H	remove
blackbk	Black, Bonnie	remove
blossm1	Bloss, Mark	remove
casetc	Case, Thomas C	remove
clarkjc3	Clark, Jillian C	remove
cobbma	Cobb, Mark A	remove
ContactDept-RM	ContactDept1-RM	remove
ContactDept-SA	ContactDept1-SA	remove
davisb1	Davis, Billy J	remove

