Distribution List Management (DLM) Tool

Instructions and Tips
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
• 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
To add a **User**, enter at least three characters in the **Add User** field. Click **Search** to display the results.
Select a **User** to display detailed information.

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