

Distribution List Management 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 VUnetID and password
- Upon login, you should be able to view your owned lists



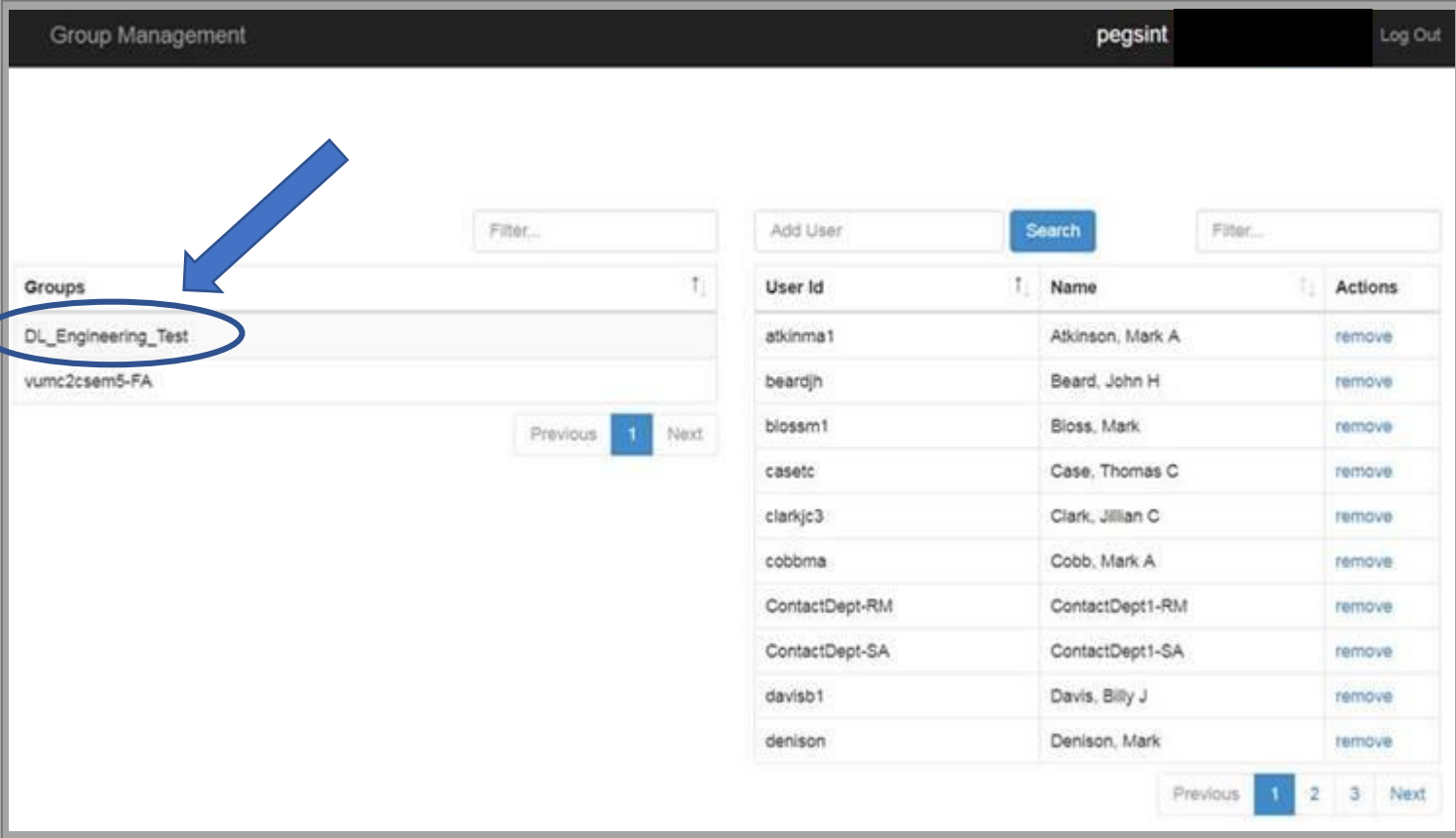
Distribution List Management

DLM – Tips

- Your individual account must be a group owner, in Exchange, 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.
- The following functions are currently under development for version 2.0 release on September 16, 2019:
 - Allowing groups that are owners of other groups, to modify (add/remove) users
 - Ability to add a group to a group (nested groups)
 - Session will timeout after limiting error message

DLM – Your listed groups

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

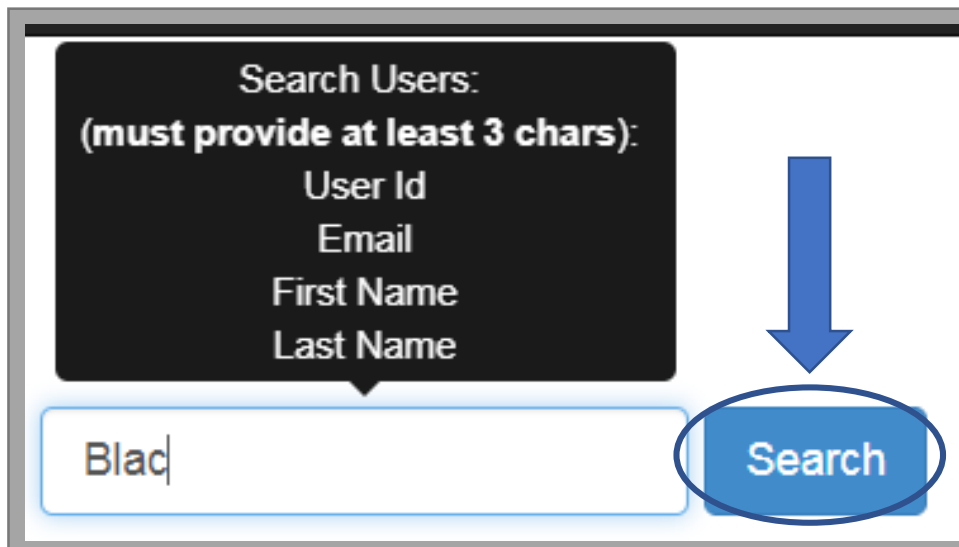


The screenshot displays the Group Management interface. The top navigation bar includes "Group Management", the user "pegsint", and a "Log Out" link. On the left, a "Groups" list contains "DL_Engineering_Test" (circled in blue with an arrow pointing to it) and "vunc2csem5-FA". A "Filter..." input field is positioned above the list. Below the list are "Previous", "1", and "Next" navigation buttons. On the right, an "Add User" input field and a "Search" button are present, along with another "Filter..." input field. Below these is a table of users with columns for "User Id", "Name", and "Actions". The table lists ten users, each with a "remove" action link. At the bottom right, there are "Previous", "1", "2", "3", and "Next" navigation buttons.

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.

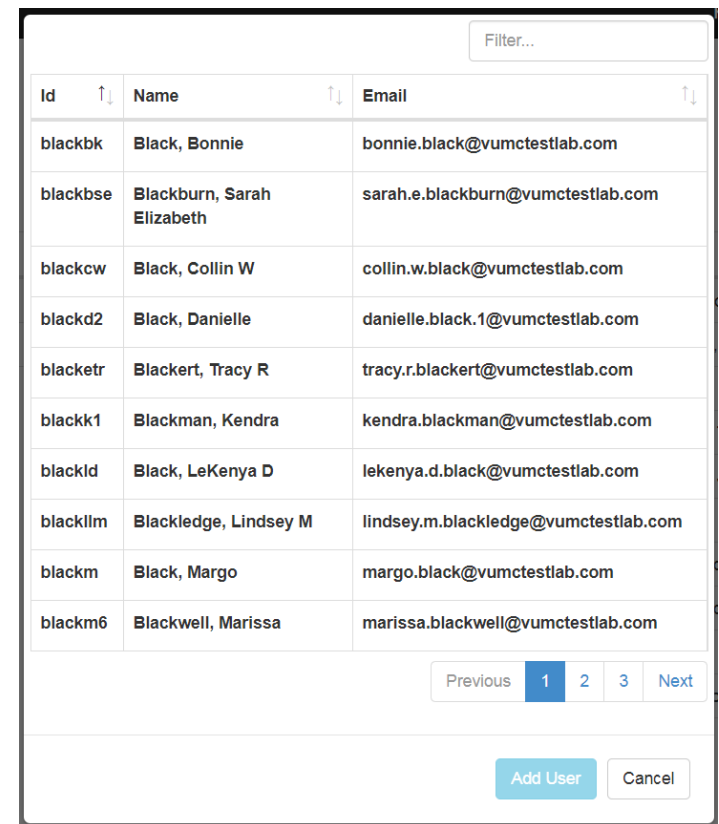


Search Users:
(must provide at least 3 chars):
User Id
Email
First Name
Last Name

Blac|

Search

A blue arrow points from the instructions to the Search button.



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 their 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

