How to Add and Remove from Mail Lists on Viterbi Exchange Email Server.

1. From Outlook, click on Address Book.
2. Type in the list that you are the administrator for. In this case, I typed in Viterbi to scroll down to the list I administer.
3. This will pop up. Click on Modify Members.
4. Click on ADD and REMOVE as needed.

5. Once you are done, click OK and or APPLY to close out all the windows.