

Using Queries to Append Members to a Group or Distribution List

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Quick Steps: Go to Members > Query Builder > View > Distribution List or Member Group > Attach or Detach

1. Within the Management Console, select **Members** from the top menu, then **Query Builder** from the left menu.
2. Click **View** next to the query you want to use.
3. Select **Distribution List** or **Member Groups**
4. Choose the Group or List that you wish to add or remove the members in the query to or from.
5. Determine whether you are adding or removing members from the Group or List.
6. Click **Process**.
7. Click **Return** to return to the Query.

Additional Information:

You can also use Queries to Export or Email members. Go to **Send Email** or **Export** and choose the

Member Query option.
