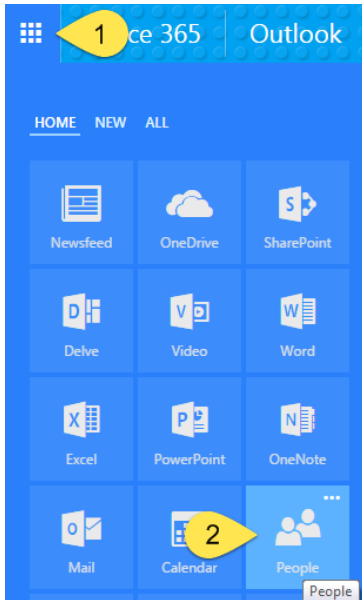


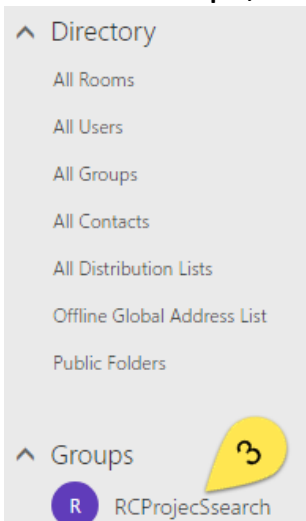
Log into outlook.k12.de.us

Click the waffle in the right hand corner

Select People



Under Groups, select the distribution list to edit



Add/Remove members to the list

