To Edit a Personal Distribution List:

1.   Select **Tools, Address Book** from the menu bar. The *Address Book* window appears.
2.   Select **Personal Address Book** from the *Show Names from the:* field.
3.   Double-click the **PDL** you want to modify from the *Type Name or Select from List* list. The PDL's *Properties* dialogue box appears.
       OR
       Select the **PDL** and then select **File, Properties** from the menu bar in the *Address Book* window. The PDL's *Properties* dialogue box appears.
4.   Click on the **Add/Remove Members...** button. The *Edit Members of...* dialogue box appears. Do one or both of the following:
       •   To add a name to the **PDL**, enter or select the name(s) from the *Type Name or Select from List* list, and then click on the **Members→** button
       •   To delete a name from the **PDL**, select the name in the *Personal Distribution List:* field, and then press the **DEL** or **BACKSPACE** key.
5.   Click on the **OK** button until all the open dialogue boxes are closed, and then select **File, Close** from the menu bar in the *Address Book* window.

To Delete a Personal Distribution List:

1.   Select **Tools, Address Book** from the menu bar. The *Address Book* window appears.
2.   Select **Personal Address Book** from the *Show Names from the* list.
3.   From the *Type Name Or Select From List* field, enter or select the PDL you want to delete, and then select **File, Delete** from the menu bar in the *Address Book* window OR click the **Delete** button on the toolbar. The Microsoft Exchange dialogue box appears.
4.   When you are asked to confirm the deletion, click on the **Yes** button and then select **File, Close** from the menu bar in the *Address Book* window.

To Compose a Draft Message for Approval:

At some time there may be the need to compose a draft message for approval. This message would contain all the addressees as well as the message. The user would wish to have it approved before it is sent.

1.   Compose the message and include all addressees.