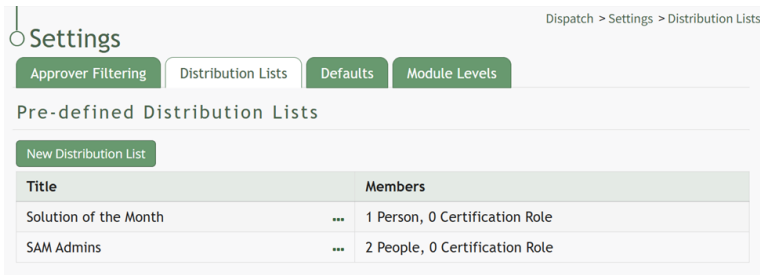
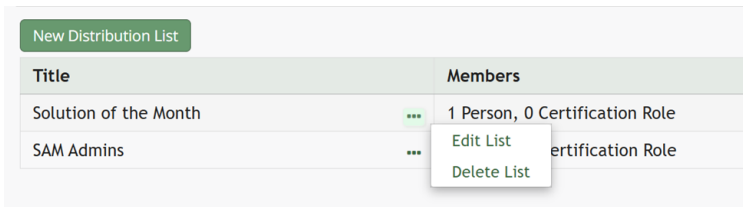


Delete a Distribution List

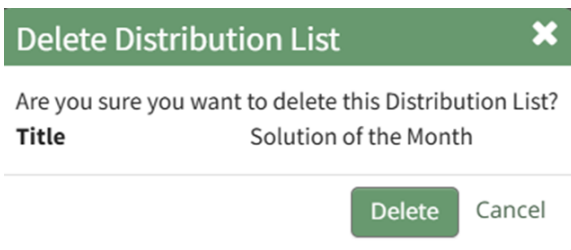
To delete a pre-defined distribution list, go to the Distribution List Tab on the Settings Page of the Dispatch Module.



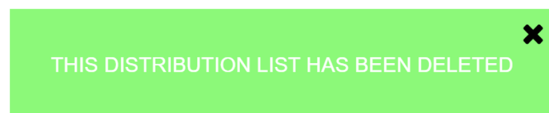
Selecting the three-dot icon to the right of the distribution list title you wish to delete will open the Pre-Defined Distribution List Table Context Menu.



Select “Delete List” opening the Delete Distribution List Confirmation Modal.



The modal identifies the title of the distribution list being deleted and states, “Are you sure you want to delete this Distribution List?” Click the “Delete” button and a pop up confirms that the Distribution List was deleted.



The distribution list has been removed from the pre-defined distribution list table.

Revision #2

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