# Manage Lists

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**Distribution Lists** let you reach multiple e-mail addresses at once. For example, you could create a **sales** address for your sales team (sales@mydomain.com), a **support** address for your technical support team (support@mydomain.com), and so on.

Distribution Lists can be managed from the Admin Panel:

- Go to the Admin Panel.
- Log in using your Admin username and password.

### Adding a List

- Click on **Lists** in the left menu bar.
- Click on the button **New List.**
- In **List Name**, type in the name of your list (only the word before the '@' sign)
- In the **Domain field**, choose the domain in which the list will be created.
- In **List Type**, choose Distribution List.
- Click on the **Add List** button.

### Managing List Members

Adding new members

- Click on **Lists** in the menu bar.
- Click on the **pencil icon** next to the list you wish to edit
- You can add **internal members** (hosted by us, unlimited) or **external members** (hosted by another provider, maximum 4 per list).
- To add an **internal member**, select the email address from the list and click on **Add Member** button.
- To add an **external member**, type in the input field the email address and click on **Add Member** button.

Deleting members

- Click on **Lists** in the menu bar.
- Click on the **pencil icon** next to the list you wish to edit
- Remove members by clicking on the **delete icon** next to the member which you want to delete.
- A confirmation pop-up will appear, showing the member that will be deleted. Click on **Delete** to confirm.

### Removing a Distribution List

- Click on **Lists** in the menu bar.
- Click on the **delete icon** next to the list which you want to delete.
- An alert pop up will appear, showing the list that will be deleted. Click on **Delete** to confirm.