

Copying a Distribution List

Last Modified on 14/09/2016 2:24 pm AEST

Quick Steps: [Members](#) > [Distribution Lists](#) > [Copy](#)

If you're setting up a large number of distribution lists, or if you want to create a new version of the same list for the start of a new season, or a new mailing list, you can do so by copying the list.

1. Within the Management Console, select **Members** from the top menu, then **Distribution Lists** from the left menu.
2. Click **Copy** at the top of the page.
3. Select the list that you would like to copy from the drop down menu, then choose whether you want to copy over the members that are currently attached to that list.
4. Click **Copy** to copy the list and then **Edit** to update the name and other details.

Note: When copying lists don't forget to select whether you want to copy over those members that are attached to the list being copied into the list being created. This could save you a lot of time in adding members to a list.

Related Articles

[template("related")]
