

# SO15 - How to create new distribution list

giovedì 29 novembre 2018 12:24

Tx SO15:

Create new distribution list:

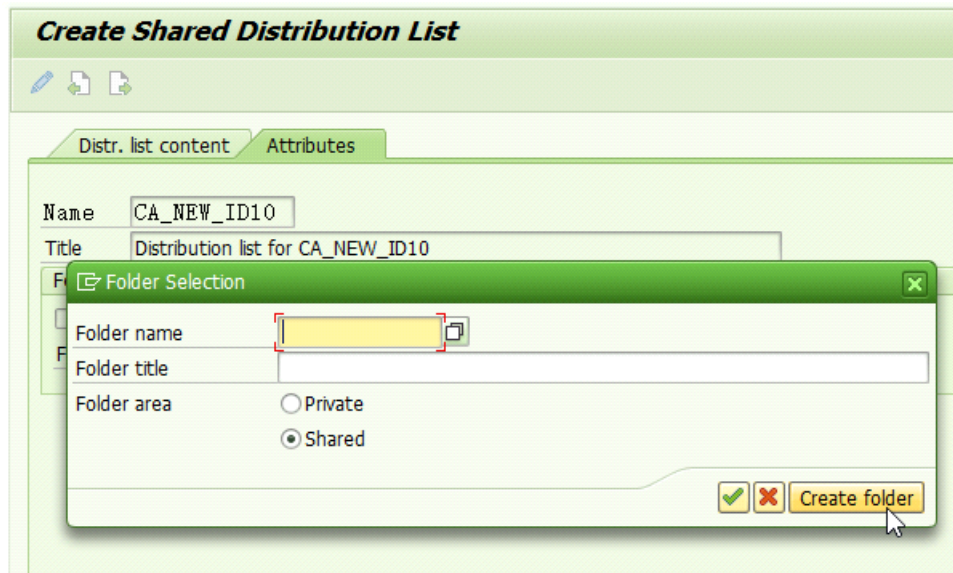
The screenshot shows the 'Distribution Lists' window. At the top, there's a title bar 'Distribution Lists' with icons for a folder, a pencil, a magnifying glass, and a list. Below this is a section titled 'Find distribution lists'. It contains a 'Ty.' dropdown menu set to 'Shared distribution list', a 'Name' text box, a 'Title' text box, and an 'Entry in DL' dropdown menu. A 'Find' button is to the right of the 'Ty.' dropdown. Below the search section is a table with columns: 'Name: Title', 'Comp.', 'Dept.', and 'Tel.no.'. The first row shows a folder icon and the text 'Private distribution lists'.

Insert Name of the Distribution List and Title (description)

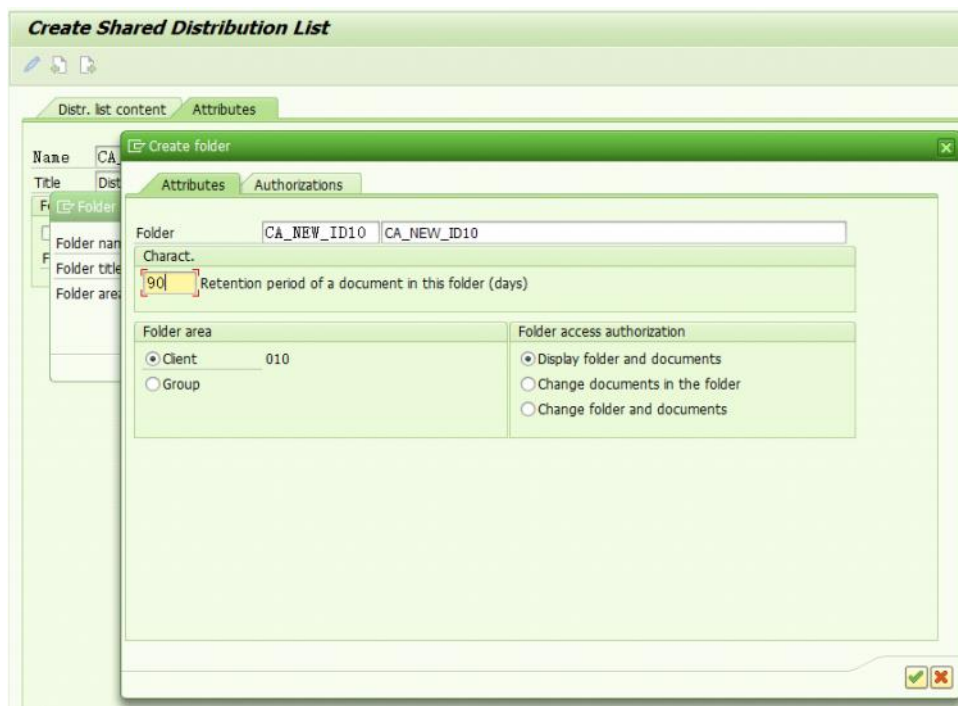
The screenshot shows the 'Create Shared Distribution List' window. It has a title bar 'Create Shared Distribution List' with icons for a pencil, a folder, and a document. Below the title bar are two tabs: 'Distr. list content' (selected) and 'Attributes'. The 'Distr. list content' tab contains a 'Name' text box with the value 'CA\_NEW\_ID10', a 'Title' text box with the value 'Distribution list for CA\_NEW\_ID10', and a 'Features' section. The 'Features' section has a checkbox for 'Subscription list' (unchecked) and a 'Folder' text box with a question mark icon and a folder icon to its right.

This is a close-up of the 'Features' section from the previous screenshot. It shows the 'Subscription list' checkbox (unchecked) and the 'Folder' text box. The 'Folder' text box contains a question mark icon and a folder icon. A mouse cursor is pointing at the folder icon.

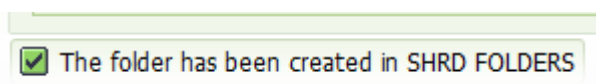
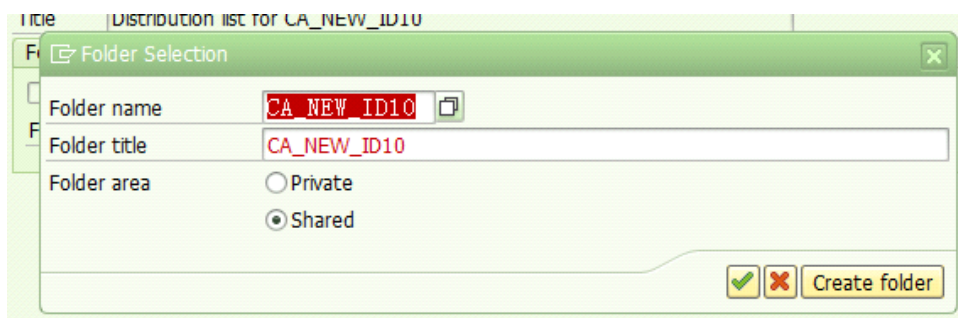
Create Folder:



Insert folder name (with the same name of the Distribution List) and retention period (90 days):






Click on "Create folder" button:



Go to tab "Distr. List content":

### Create Shared Distribution List

**Distr. list content** **Attributes**

Name

Title




Features

☐ Subscription list






Folder




Add recipients:

### Create Shared Distribution List














  

**Distr. list content** **Attributes**




    

Recipient	Recip. Type				Sel...
james.sessions@prysmiangroup.com	Internet address	▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David.Worden@prysmiangroup.com	Internet address	▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
andrea.soccini.ex@prysmiangroup.com	Internet address	▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
francesco.palermo.ex@prysmiangroup.com	Internet address	▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
arie.albertus@prysmiangroup.com	Internet address	▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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		▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>






Save:




  <<            

### Create Shared Distribution List

**Distr. list content** **Attributes**

Recipient	Recip. Type				Sel...
james.sessions@prysmiangroup.com	Internet address	▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David.Worden@prysmiangroup.com	Internet address	▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
andrea.soccini.ex@prysmiangroup.com	Internet address	▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
francesco.palermo.ex@prysmiangroup.com	Internet address	▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
arie.albertus@prysmiangroup.com	Internet address	▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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		▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Distribution List created.

Source: <https://blogs.sap.com/2012/07/25/how-to-use-distribution-list-and-email-functionality-to-notify-business-users-on-application-errors/>