Configuring Distribution Lists

Perform the following tasks from the Voice Mail Distribution Lists window.

- Viewing a List of Public Distribution Lists
- Adding a Public Distribution List
- Adding Members to a Distribution List
- Adding a Non Subscriber to a Distribution List
- Deleting Members of a Distribution List
- Adding Owners to a Public Distribution List
- Deleting Owners of a Public Distribution List
- Displaying or Modifying a Public Distribution List
- Deleting a Public Distribution List
- Viewing a List of Private Distribution Lists
- Adding a Private Distribution List
- Displaying or Modifying a Private Distribution List
- Deleting a Private Distribution List
- Viewing a List of Other Users' Private Distribution Lists
- Viewing Other Users' Private List Profiles

Viewing a List of Public Distribution Lists

A Distribution list is used to send a voice-mail message to multiple users at the same time.

Note   You cannot modify the default public distribution list, named "everyone," that contains all users in the system. You must be a member of the administrators group, an owner of a list, or a member of a group with Public list manager capability to perform this action.

Use this procedure to view a list of public distribution lists.

Step 1 Choose **Voice Mail > Distribution Lists > Public Lists**. The Voice Mail Distribution Lists Public Lists window appears with the following fields:

- Name—List name.

- Number—Number of the distribution list. This number must be unique to the list of public distribution lists.

- Description (optional)

- Member count

Adding a Public Distribution List

Depending on your configuration, Cisco Unity Express supports up to a maximum of 25 public distribution lists and 1,000 members or owners total across all of these public distribution lists. See the Cisco Unity Express Release Notes for detailed support information.

Note You must be a member of the administrators group or a member of a group with Public list manager capability to perform this action.

Use this procedure to add a public distribution list.

Step 1 Choose **Voice Mail > Distribution Lists > Public Lists**. The Public Lists window appears.

Step 2 Click **Add**. The Add a Public Distribution List window appears.

Step 3 Enter information into the following fields:

- Name—List name.

- Number—Number of the distribution list. This number must be unique to the list of public distribution lists and cannot be longer than fifteen digits.

- Description (optional)

Step 4 Click **Add**.

Step 5 Proceed to Adding Members to a Distribution List.

Adding Members to a Distribution List

Use this procedure to add members to your distribution lists.

Note Only administrators can add members to their own private distribution lists or to public distribution lists that they own.

Step 1   Choose **Voice Mail > Distribution Lists** and choose either **Public Lists** or **My Private Lists**.

Step 2   Click the name of the list.

Step 3   Click the **Members** tab.

Step 4   Click **Add Member** and one of the following choices:

- Add by voice-mail mailbox number. Enter the exact voice-mail mailbox number and click **Find**.

Note   If searching for a remote user or Blind address, enter the location ID and the extension with no delimiters. Wildcard searching is not supported.

- Search for a member by user ID, name, description, or number. Click the button next to the search criteria you want to use. A wildcard search is performed regardless of what is entered in the search criteria text field, so results are not exact matches.

Tip   To return a large list of results (and add a large list of members at one time), leave the search criteria text field blank. Check the box at the top of the list results page to select all of the results displayed on that page. To display all search results on the same page, and check the boxes next to all of the search results, choose **All** from the Rows Per Page drop-down list.

Step 5   Select the rows you want to add as members and click **Select row(s)**.

Adding a Non Subscriber to a Distribution List

Use this procedure to add a non-subscriber to a distribution list.

Step 1   Choose **Voice Mail > Distribution Lists** and choose either **Public Lists** or **My Private Lists**.

Step 2   Click a distribution list name in the Name field. The Public List window or Private List window for that distribution list name appears.

Step 3   Click the **Members** tab.

Step 4   Click **Add Non Subscriber** and enter the phone number in the field.

Step 5   Click **Add Member**. The new non subscriber phone number appears in the Members field of the Public or Private list window for the distribution list name. The Type is listed as Non Subscriber.

Deleting Members of a Distribution List

Use these procedures to delete members of a public or private Distribution list:

- Deleting Members of a Public Distribution List
- Deleting Members of a Private Distribution List

Deleting Members of a Public Distribution List

You must be a member of the administrators group or a member of a group with Public list manager capability to perform this action.

To delete members of a public distribution list:

Step 1   Choose **Voice Mail** > **Distribution Lists** > **Public Lists**. The Public Lists window appears.

Step 2   Click the name of the list from which you want to delete members. The Public List window for that name appears.

Step 3   Click the **Members** tab.

Step 4   Check the box next to the name of the members you want to delete and click **Remove**.

Deleting Members of a Private Distribution List

You can only delete members of private distribution lists which you own.

To delete members of a private distribution list:

Step 1   Choose **Voice Mail** > **Distribution Lists** > **My Private Lists**. The My Private Lists window appears.

Step 2   Click the name of the list from which you want to delete members. The My Private Lists window for that name appears.

Step 3   Click the **Members** tab.

Step 4   Check the box next to the name of the members you want to delete and click **Remove**.

Adding Owners to a Public Distribution List

Depending on your configuration, Cisco Unity Express supports up to a maximum of 25 public distribution lists and 1,000 members or owners total across all of these public distribution lists. See the Cisco Unity Express Release Notes for detailed support information.

A list owner can be either an individual local user, or a group. If a list is owned by a group, all members of that group are owners of the list.

Note   You must be a member of the administrators group or an owner of a list to be able to add owners to it.

Use this procedure to add owners to a public Distribution list.

Step 1   Choose **Voice Mail > Distribution Lists > Public Lists**. The Public Lists window appears.

Step 2   In the Name field, click the name of the list. The Public List window for that name appears.

Step 3   Click the **Owners** tab.

Step 4   Click **Add Owner** and either:

- Add by voice-mail mailbox number. Enter the exact voice-mail mailbox number and click **Find**.

Note   Wildcard searching is not supported.

- Search for a owner by user ID, name, description, or number. Click the button next to the search criteria you want to use. A wildcard search is performed regardless of what is entered in the search criteria text field, so results are not exact matches.

Tip   To return a large list of results (and add a large list of owners at one time), leave the search criteria text field blank. Check the box at the top of the list results page to select all of the results displayed on that page. To display all search results on the same page, and check the boxes next to all of the search results, choose **All** from the Rows Per Page drop-down list.

Step 5   Select the rows you want to add as owners and click **Select row(s)**.

Deleting Owners of a Public Distribution List

Use this procedure to delete owners of a public Distribution list.

Note   You must be a member of the administrators group or a member of a group with Public list manager capability to perform this action.

Step 1   Choose **Voice Mail > Distribution Lists > Public Lists**. The Public Lists window appears.

Step 2   In the Name field, click the name of the list from which you want to delete owners. The Public List window for that name appears.

Step 3   Click the **Owners** tab.

Step 4   Check the box next to the name of the owners you want to delete and click **Remove**.

Displaying or Modifying a Public Distribution List

Use this procedure to display or modify a public Distribution list.

> **Note** You must be a member of the administrators group, an owner of the list, or a member of a group with Public list manager capability to perform this action.

Depending on your configuration, Cisco Unity Express supports up to a maximum of 25 public distribution lists and 1000 members or owners total across all of these public distribution lists. See the Cisco Unity Express Release Notes for detailed support information.

Step 1 Choose **Voice Mail > Distribution Lists > Public Lists**. The Public Lists window appears.

Step 2 In the Name field, click the name of the list to display or modify it. The Public List window for that name appears.

> **Note** You cannot modify the default public distribution list, named "everyone," that contains all users in the system.

Step 3 To add owners to a list, click the **Owners** tab. See Adding Owners to a Public Distribution List. To add members to a list, click the **Members** tab. See Adding Members to a Distribution List.

Deleting a Public Distribution List

Use this procedure to delete a public Distribution list.

> **Note** You must be a member of the administrators group, an owner of the list, or a member of a group with Public list manager capability to perform this action.

Step 1 Choose **Voice Mail > Distribution Lists > Public Lists**. The Public Lists window appears.

Step 2 Check the box next to the list(s) you want to delete.

Step 3 Click **Delete**.

Step 4 Click **Ok** to confirm.

Viewing a List of Private Distribution Lists

Use this procedure to view a list of private distribution lists. A Distribution list is used to send a voice-mail message to multiple users at the same time. Private distribution lists are configured and maintained by you. You can own up to five private lists.

Step 1   Choose **Voice Mail > Distribution Lists > My Private Lists**. The My Private Lists window appears.

Step 2   The My Private Lists window appears and displays the following fields:

- Name—List name.
- Number—Number of the distribution list. This number must be unique to the list of public distribution lists.
- Description (optional)
- Member count

Adding a Private Distribution List

Use this procedure to add a private distribution list. Distribution lists are used to send a voice-mail message to multiple users at the same time.

Step 1   Choose **Voice Mail > Distribution Lists > My Private Lists**. The My Private Lists window appears.

Step 2   Click **Add**.

Step 3   Enter information into the following fields:

- Name—List name.
- Number—Number of the distribution list. This number must be unique to the list of public distribution lists.
- Description (optional)

Step 4   Click **Add**.

Step 5   Click the name of the list to add members to the distribution list.

Displaying or Modifying a Private Distribution List

Cisco Unity Express supports a maximum of 5 private distribution lists for each user, and 50 members total across all of the private lists belonging to a single user. Private distribution lists are configured and maintained by you. See the Cisco Unity Express Release Notes for detailed support information.

Use this procedure to display or modify a private Distribution list.

Step 1   Choose **Voice Mail > Distribution Lists > My Private Lists**. The Voice Mail Distribution Lists My Private Lists window appears.

Step 2   Click the name of the list to display or modify it. The My Private Lists window for that name appears.

Step 3   To add members to the list, click the **Members** tab. See Adding Members to a Distribution List.

Deleting a Private Distribution List

Use this procedure to delete a private distribution list.

> **Note**   You can only delete private distribution lists which you own.

Step 1   Choose **Voice Mail > Distribution Lists > My Private Lists**. The My Private Lists window appears.

Step 2   Check the box next to the list(s) you want to delete.

Step 3   Click **Delete**.

Step 4   Click **Ok** to confirm.

Viewing a List of Other Users' Private Distribution Lists

Use this procedure to view a list of other users' private distribution lists. Distribution lists are used to send a voice-mail message to multiple users at the same time. Private distribution lists are configured and maintained by their owners.

Step 1   Choose **Voice Mail > Distribution Lists > Other Users' Private Lists**. The Others' Private Lists window appears.

Step 2   Enter the user ID of the user whose lists you want to view and click **Find**.

> **Note**   You must enter the exact user ID. Wildcard searching is not supported.

Step 3   The system displays the private distribution lists belonging to the user and shows the following fields:

- Name—List name.
- Number—Number of the distribution list. This number must be unique to the list of public distribution lists.
- Description (optional)
- Member count

Step 4   Click the name of the list to view the profile of the private distribution list.

Viewing Other Users' Private List Profiles

Use this procedure to view other users' private distribution list profiles. Distribution lists are used to send a voice-mail message to multiple users at the same time. Private distribution lists are configured and maintained by their owners.

Note You can view other users' private distribution list profiles, but you cannot modify them or make changes to list members. You must be a member of the administrators group, an owner of a list, or a member of a group with Private list viewer capability to view other users' private distribution lists. If you try to view them and do not have the proper permissions, you receive a message, "You do not have permission to view other users' private lists."

Step 1 Choose **Voice Mail > Distribution Lists > Other Users' Private Lists**. The Others' Private Lists window appears.

Step 2 Enter the user ID of the user whose lists you want to view and click **Find**.

Note You must enter the exact user ID. Wildcard searching is not supported.

Step 3 The system displays a list of the private distribution lists belonging to the user.

Step 4 Click the name of the list to view its profile. The Profile tab displays the following fields:

- Name—List name.
- Number—Number of the distribution list. This number must be unique to the list of public distribution lists.
- Description (optional)
- Member count

Step 5 Click the **Members** tab to display members of the private distribution list.