

Editing the Email Distribution Lists you subscribe to in the Partners Phone Directory (PPD)

*Note:

- You may want to print these instructions before you begin.
- You must be on the Partners Network to edit your PPD entry, either in the office or at via VPN or dial-in from home.
- You must have at least distribution list checked in your PPD entry.

1. Navigate to the PPD > [HERE](#). (opens in a new window)
2. Use **SEARCH** function to find your entry.

Go: [On Call Directory](#) | [De](#)

Go: [Partners home](#) | [Help](#)

Go: [Directly to my entry...](#)

Search for:

Enter a name, a phone number (with area code), or a Partners Page ID

3. **CLICK > your name** to access your information.

Search results:

[Previous](#)

Name

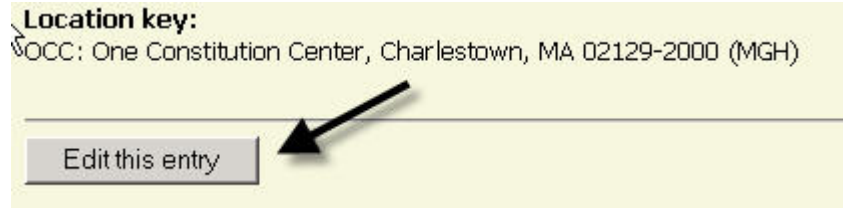
4. Towards the bottom of the page **CLICK > “Click here for more detailed access to this entry....”**

Location key:

OCC: One Constitution Center, Charlestown, MA 02129-2000 (MGH)

[Click here for more detailed access to this entry, if you are authorized \(requires Partners network logon\)](#)

5. Towards the bottom of the page **CLICK > “Edit this entry” button.**

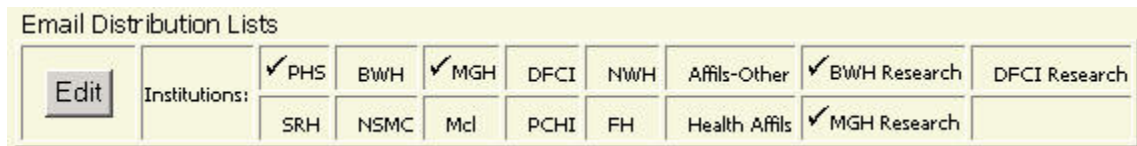


6. On next screen, locate area, “Email Distribution Lists”. Note choices checked. **MGH Research** is also now checked. Edit entry by checking or unchecking boxes next to the Distribution Lists.

7. When finished, **CLICK > File button.**



Your changes are saved.



8. **CLOSE > browser window** to exit.