

## Decluttering your Fraser Health email: Remove yourself from distribution lists

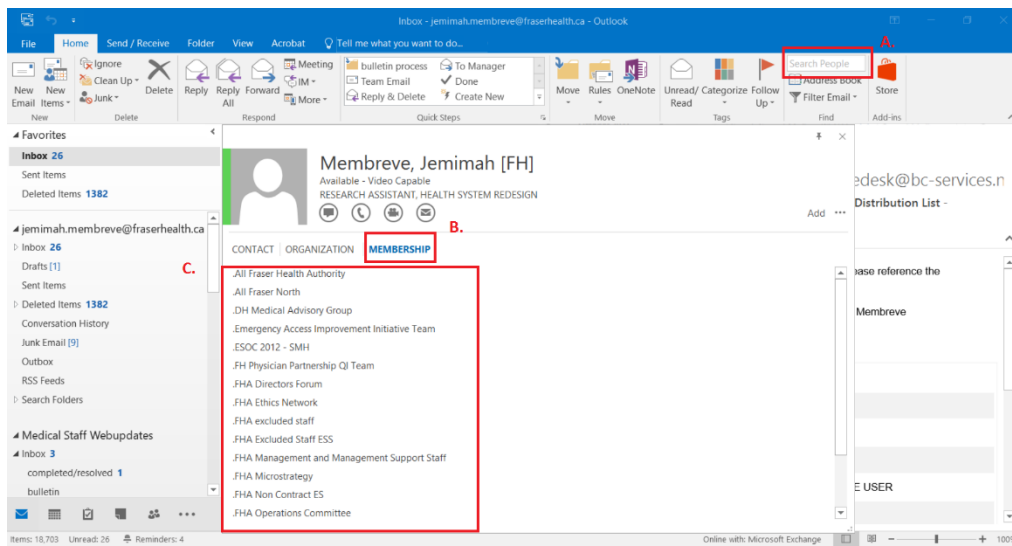
A. In your Outlook, search your name on the "Search People" bar.



B. Now, click on the "Membership" tab



C. From the list, identify the groups you would like to be removed from



D. Click here for the [request form](#). Log-in using your Fraser Health username.

Or

Send the list of groups to [physiciancoordinationcentre@fraserhealth.ca](mailto:physiciancoordinationcentre@fraserhealth.ca) to help you remove yourself from the list



E. To complete the form, use the following:

- **Request type:** Email Distribution List – Add/Remove User
- **Distribution List Name:** Enter the multiple groups you would like to be removed from
- **List of members to be removed:** Provide your name and Fraser Health email address
- **Contact name for this Resource:** Dr. Dayan Muthayan
- **Contact's Phone Number:** +1 (604) 587-4483 ext. 765733

Note: Do NOT remove ".All FHA Physicians". Physician Coordination Centre uses this distribution list to send important messages.