

Adding a user to a list

1. Log into Lyris with List Administrator access (<https://lyris.duq.edu>)
2. Click on **Utilities** tab
3. Click on **Members**
4. Click on **Create new Member**
5. Enter the email address for the user as shown (name is optional)

The screenshot shows a web browser window titled "New Member - Microsoft Internet Explorer". The address bar contains the URL: http://compcenter05.ad1.adr.duq.edu/utilities/members/new.html?current_list=john-test-list. The page content includes a header for "LYRIS ListManager" with a navigation menu: Home, Content, Segments, Mailings, Reports, Utilities. Below the header, there is a breadcrumb trail: Utilities : Members : New Member. The main form area has several tabs: Basics, List Admin, Settings, Advanced Settings, Information, Demographics. The "Basics" tab is active, showing two input fields: "Email address" with the value "astlefordj@duq.edu" and "Name" with the value "John Astleford". At the bottom right of the form, there are two buttons: "save" with a green checkmark and "cancel" with a red X. The browser's status bar at the bottom shows "Internet".

6. Click on **Save**
7. When the screen refreshes their name will appear in the list.