Technology Services Department
721 Brewer Drive
Monroe, NC 28112
(704) 296-3143

MANAGING O365 DISTRIBUTION LIST

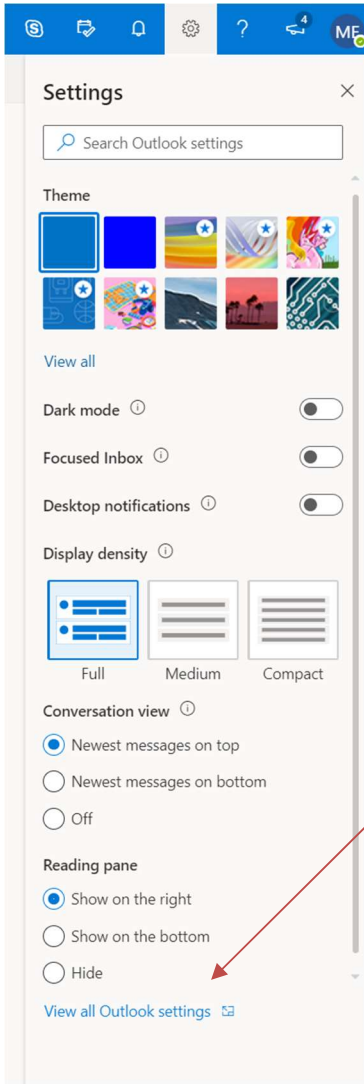Created By: Technology Services

1. **Log in to Outlook on the Web https://outlook.office.com/ to manage your distribution list.**
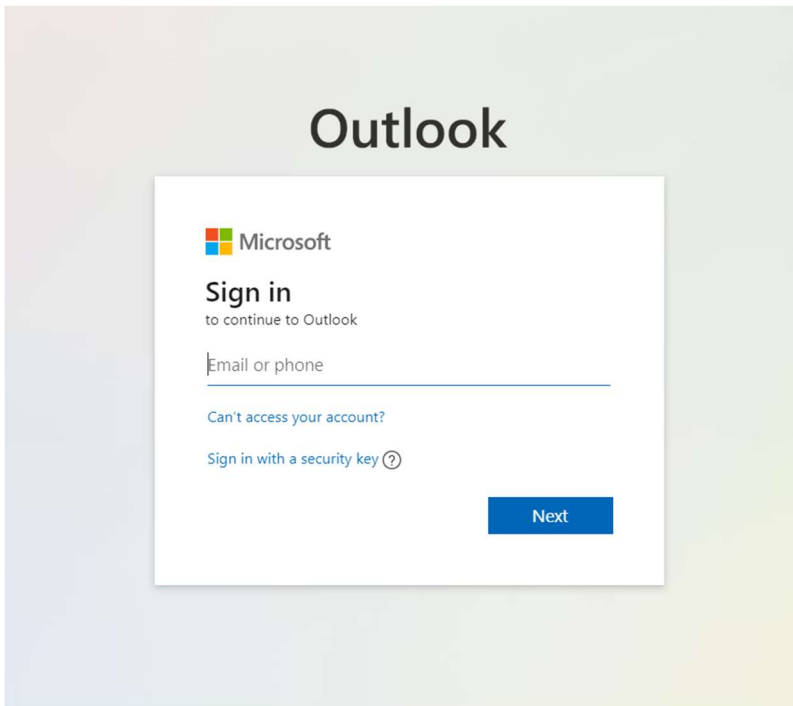
2. **Click the Settings Icon**
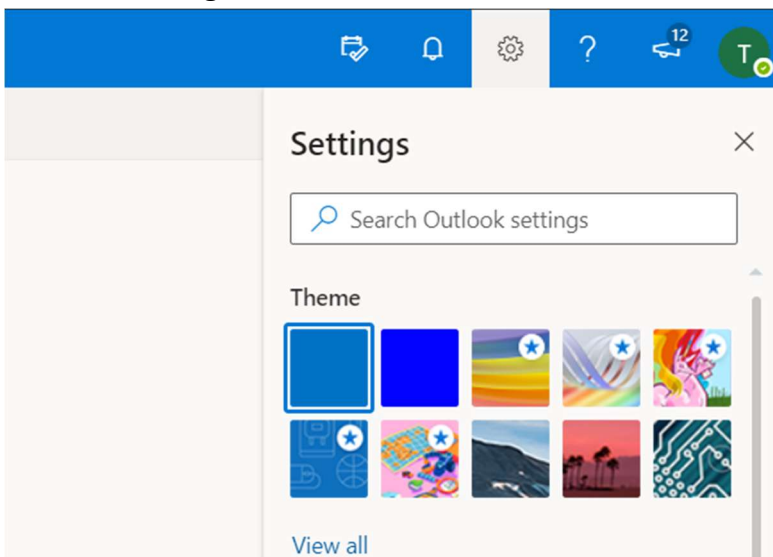
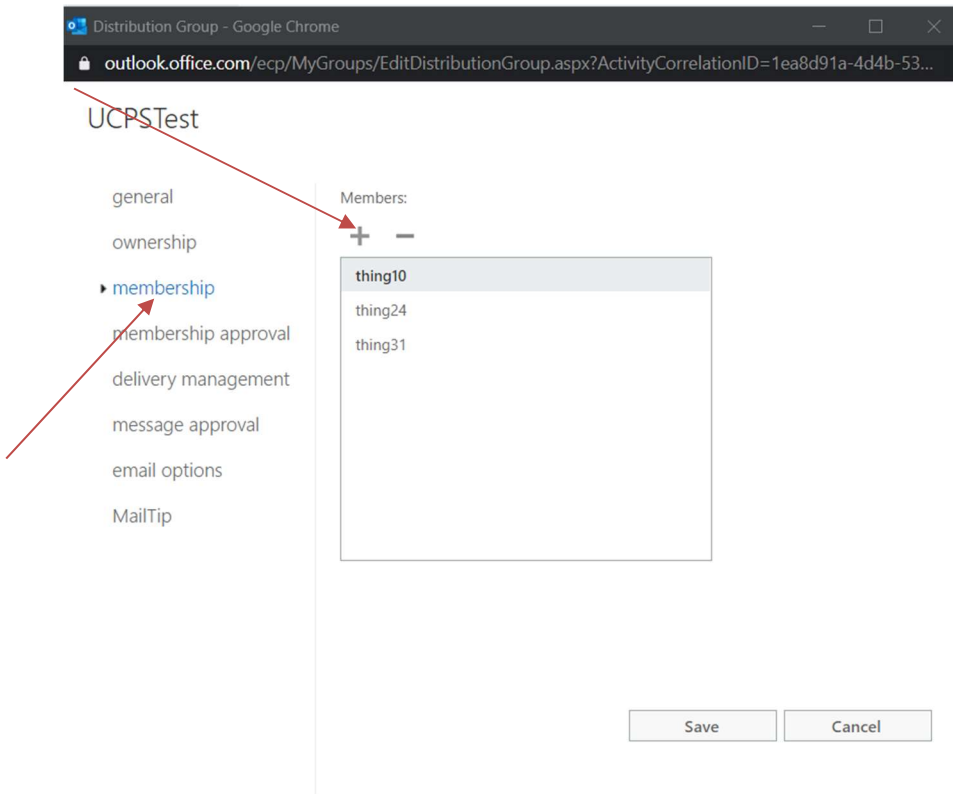3.   **Scroll down and select View all Outlook Settings.**

4. **Click General. Click Distribution groups**
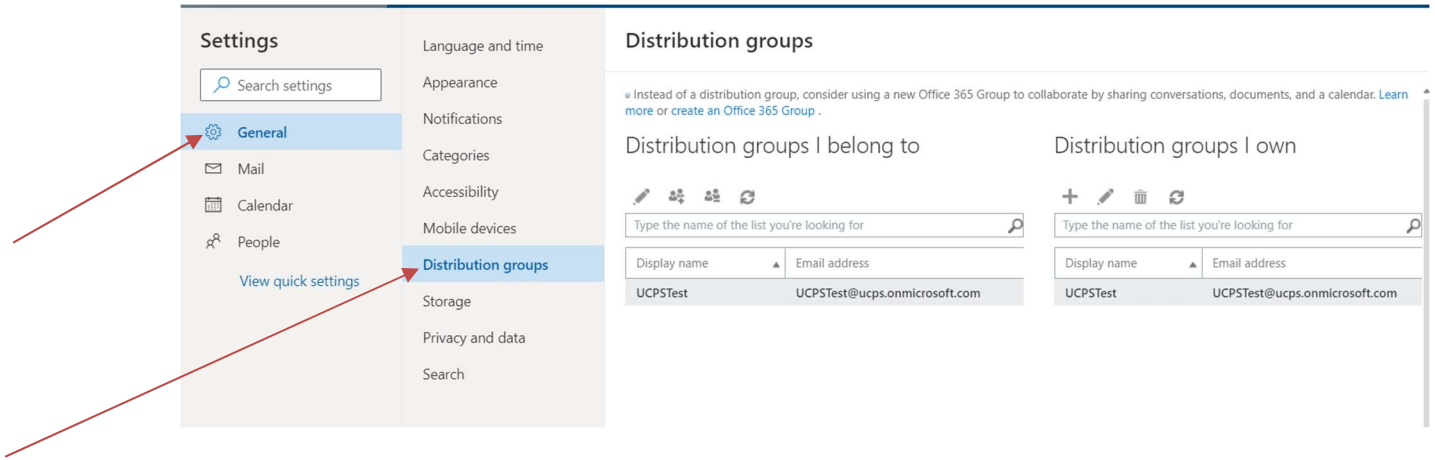
5. **Locate the distribution list you want to modify under Distribution groups I own and double click on it to open it.**
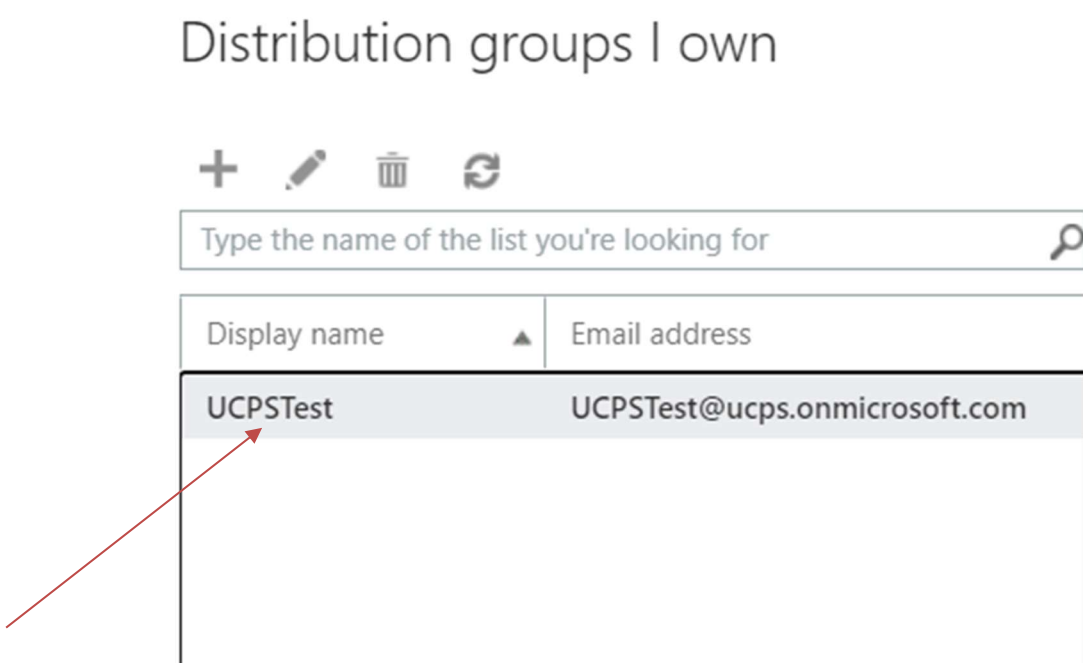
3

6. **Select membership. Then click the + icon to add member.**

7. **Select Default Global Address List. Type the name of the user you want to add. Click the + icon next to the username. Click Save.**
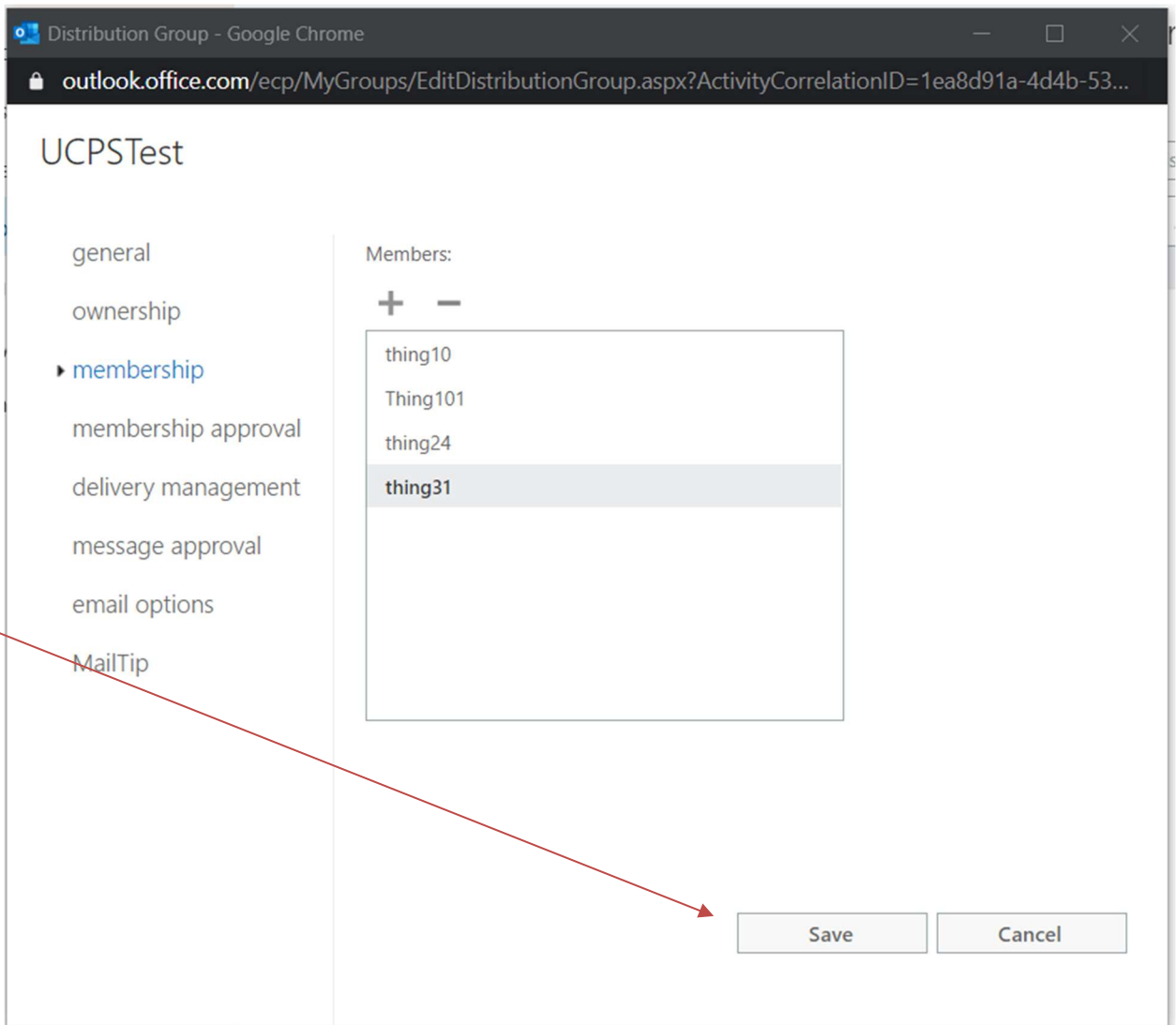   **Tip: You can add as many users as you want in this window before clicking save.**
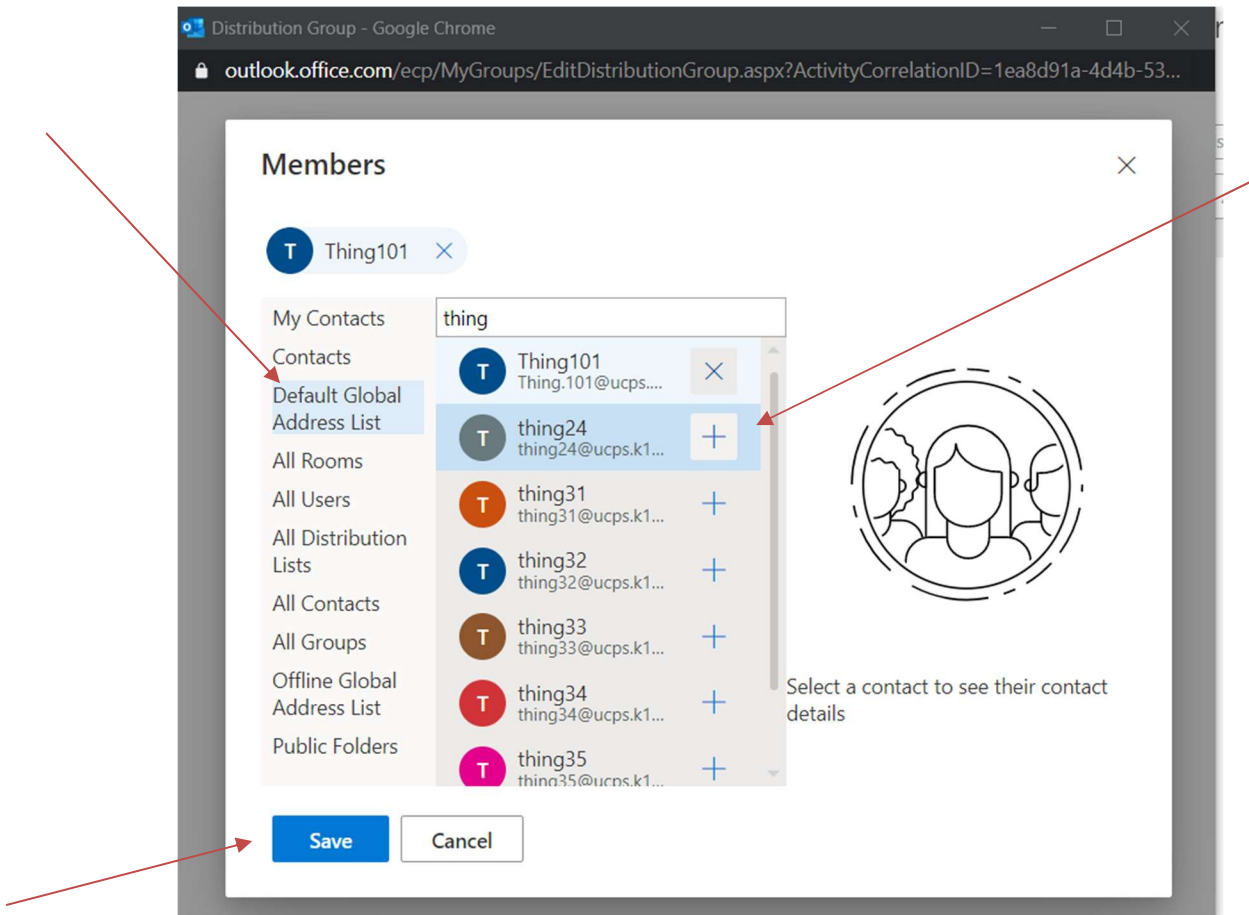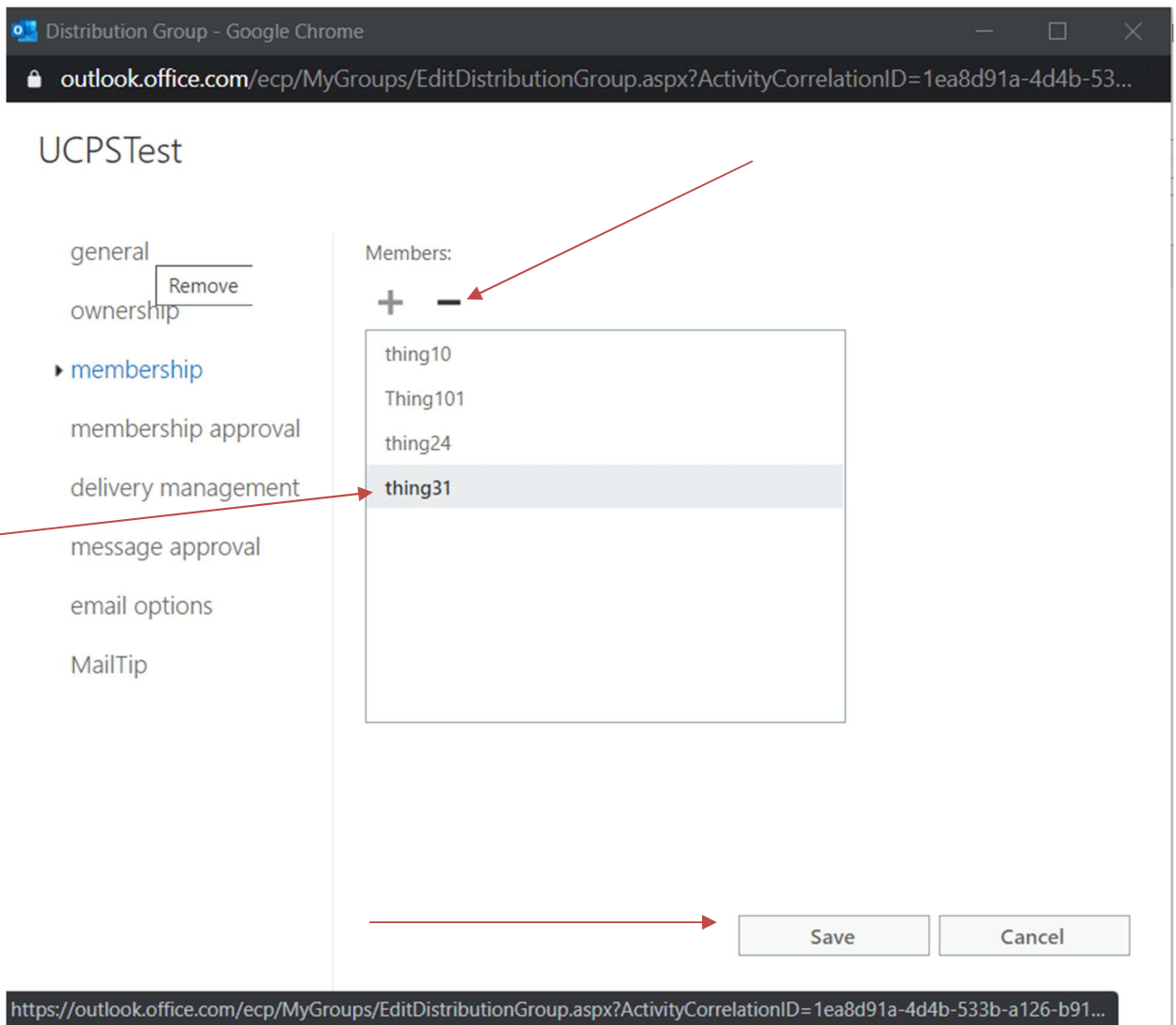
8. **Click save again. The list has been updated.**

9. **To remove a user follow steps 1-5 again. Highlight the user, select ─ icon, and click save**.

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