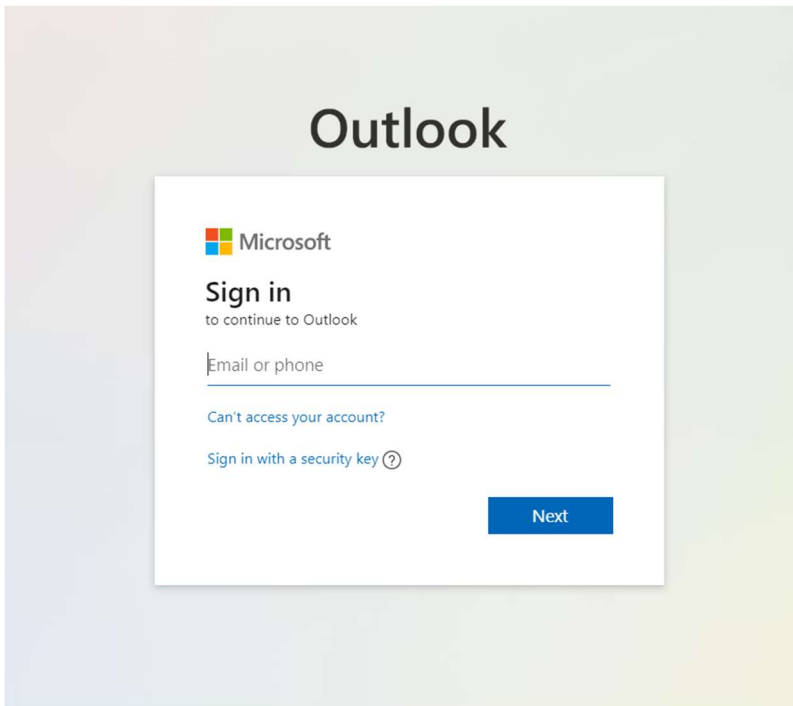


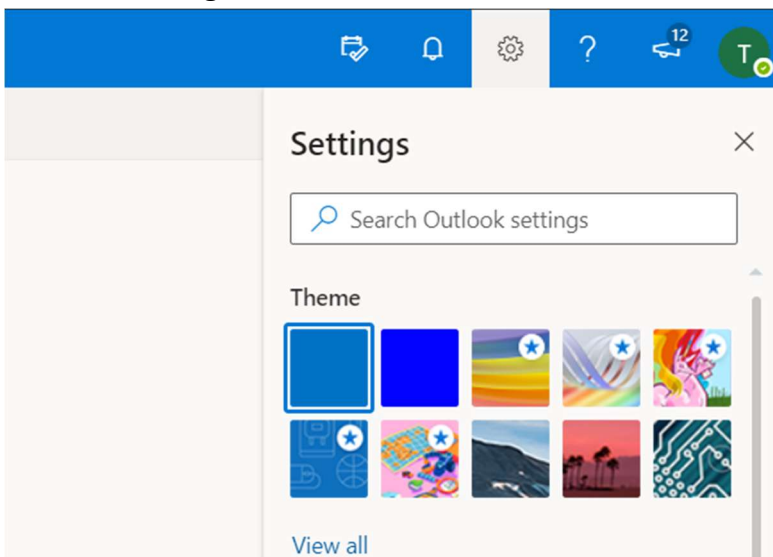
MANAGING O365 DISTRIBUTION LIST

Created By: Technology Services

1. Log in to Outlook on the Web <https://outlook.office.com/> to manage your distribution list.



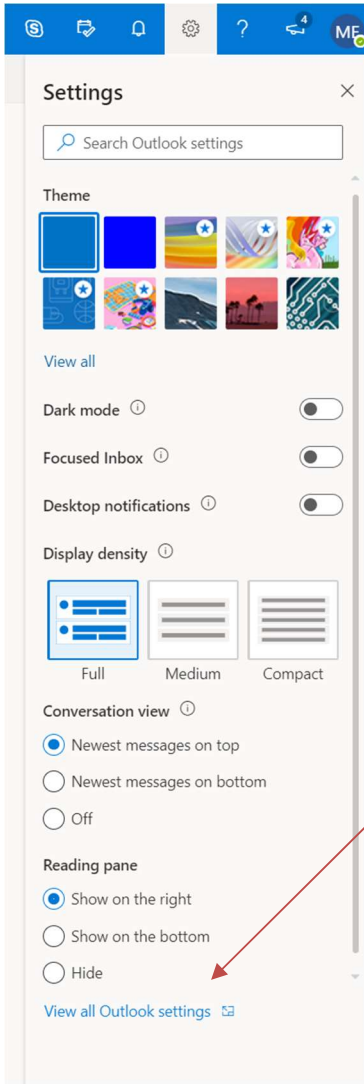
2. Click the Settings Icon



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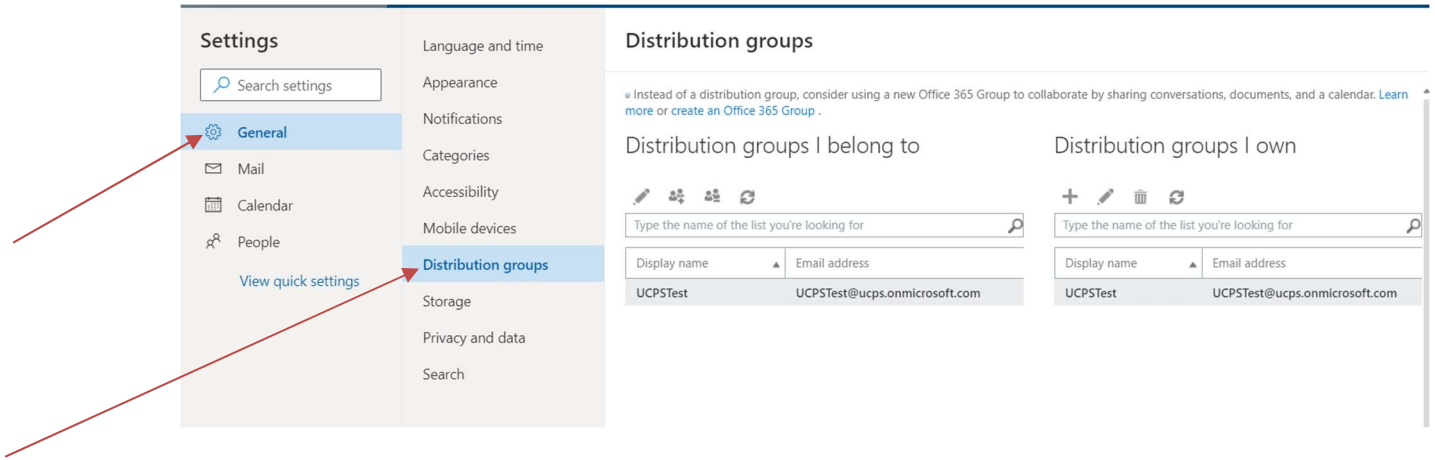
3. Scroll down and select View all Outlook Settings.



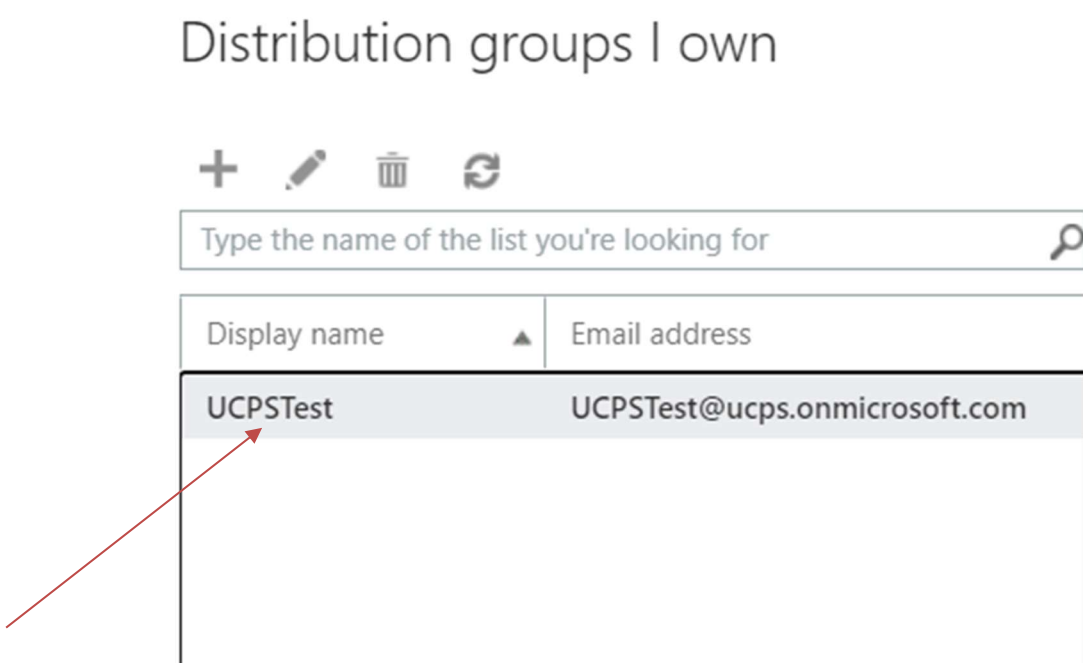
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4. Click General. Click Distribution groups



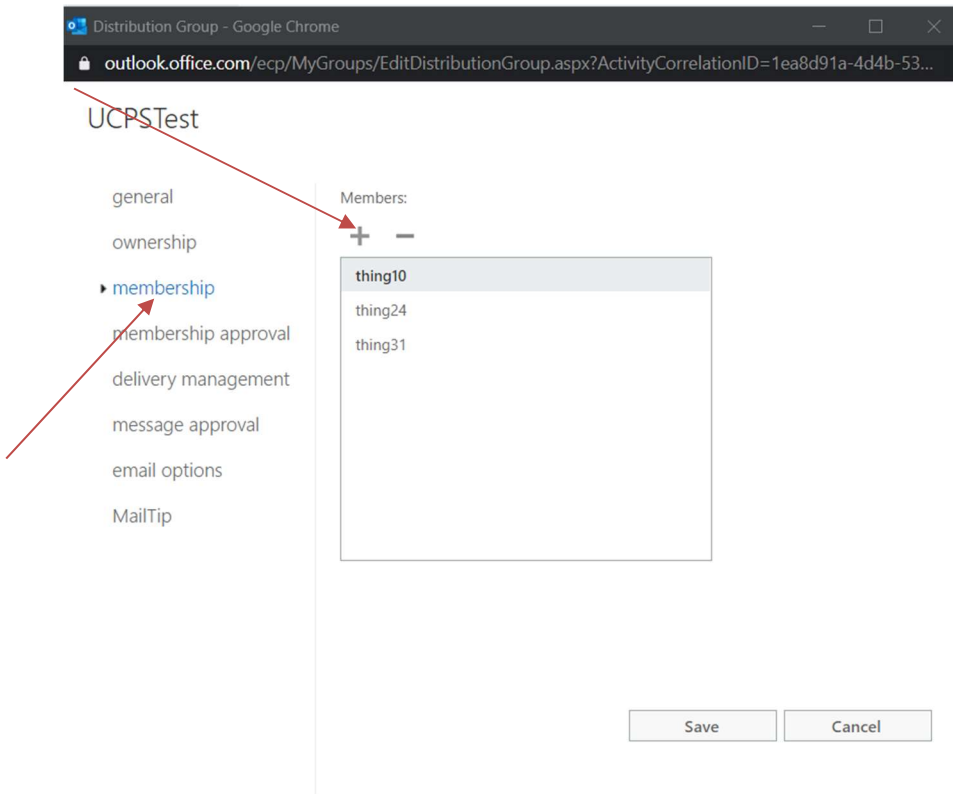
5. Locate the distribution list you want to modify under Distribution groups I own and double click on it to open it.



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

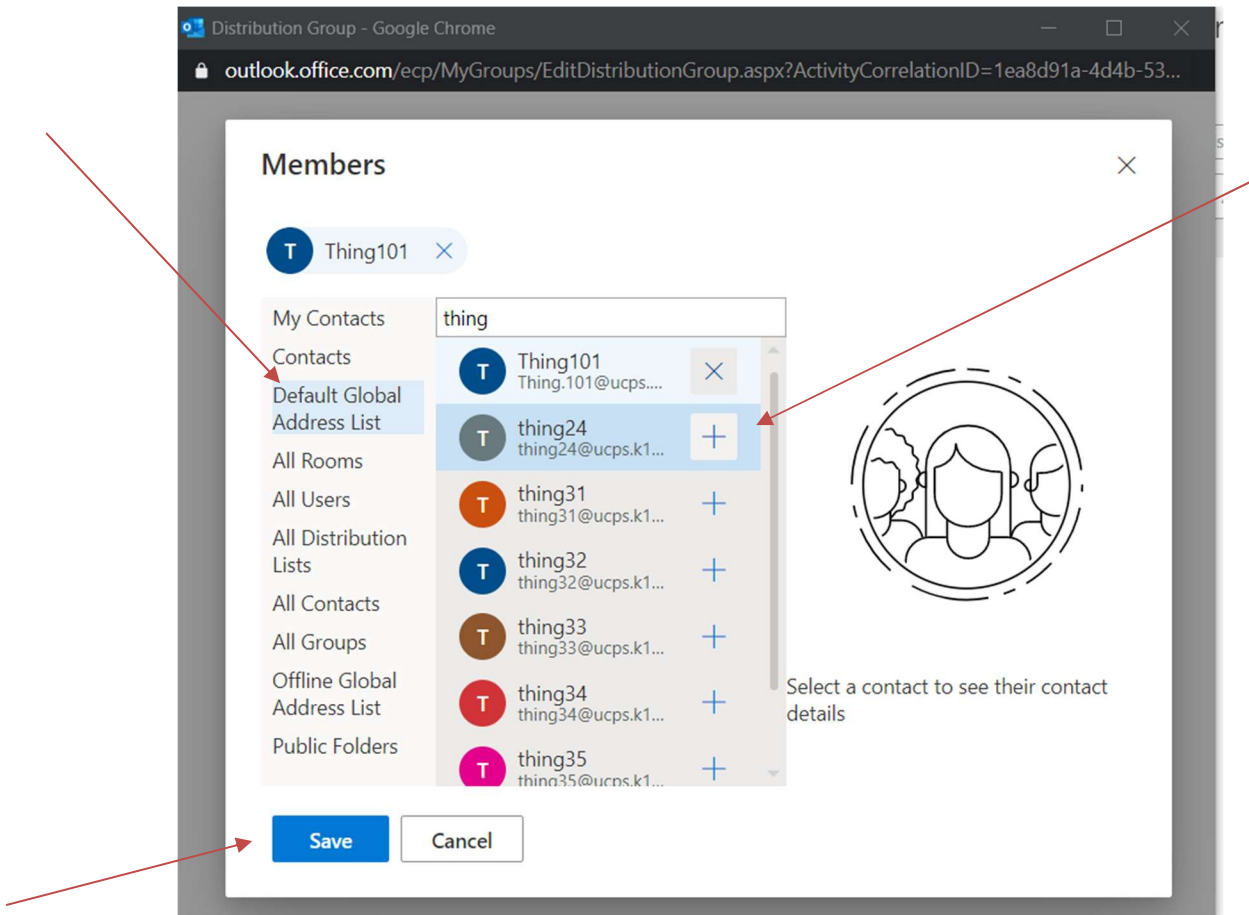


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7. Select Default Global Address List. Type the name of the user you want to add. Click the + icon next to the username. Click Save.

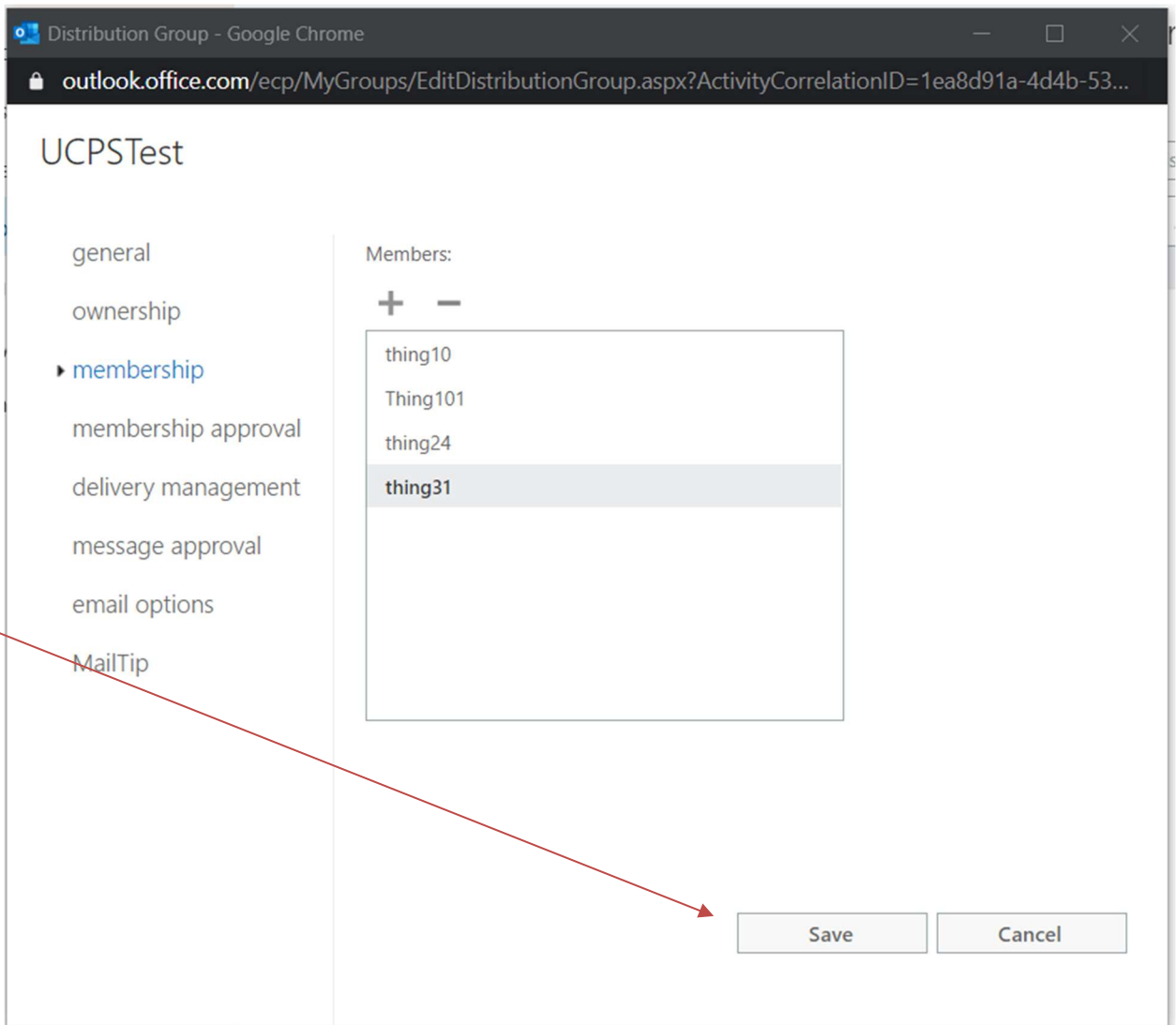
Tip: You can add as many users as you want in this window before clicking save.



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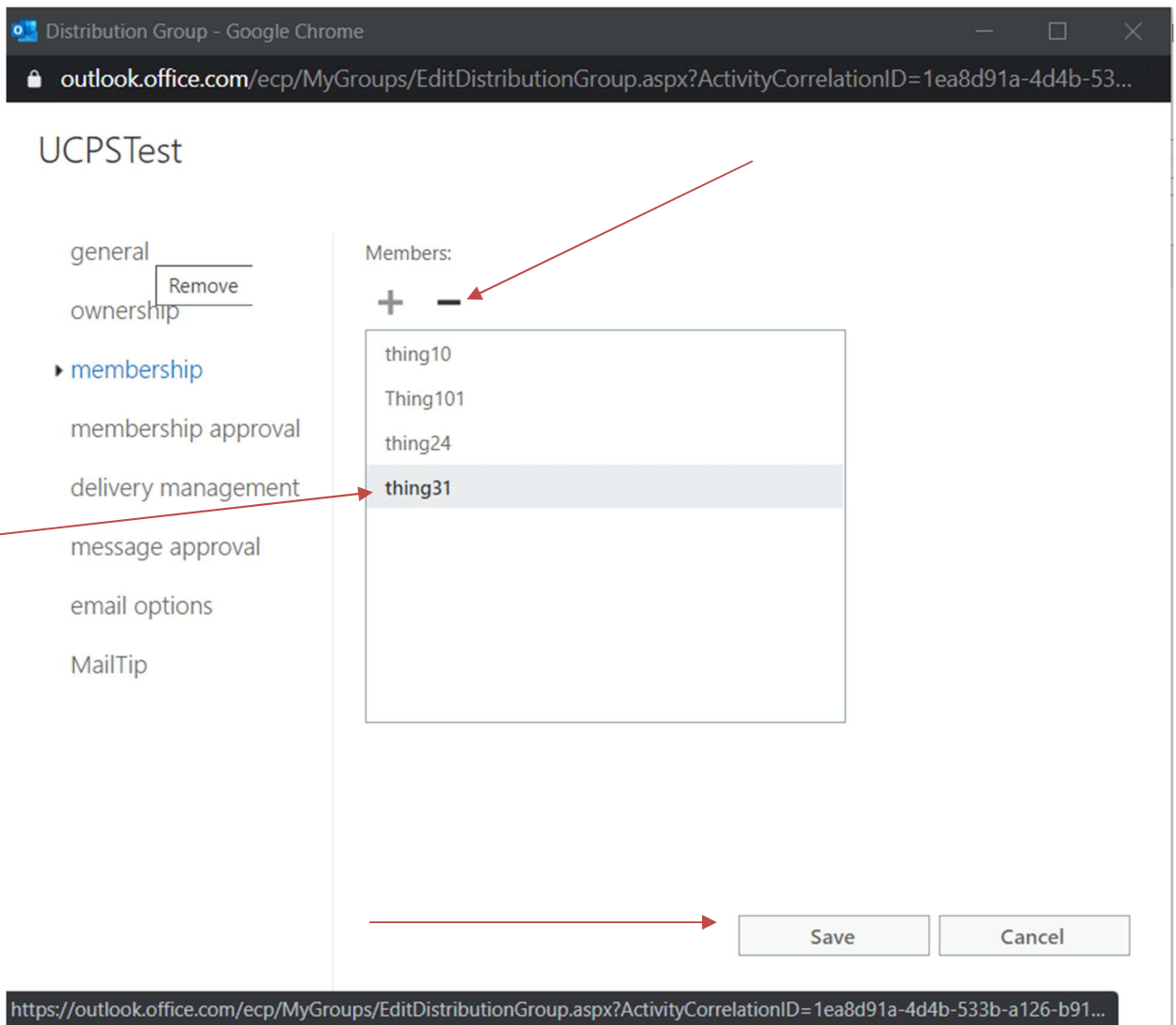
8. Click save again. The list has been updated.



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



Distribution Group - Google Chrome

outlook.office.com/ecp/MyGroups/EditDistributionGroup.aspx?ActivityCorrelationID=1ea8d91a-4d4b-53...

UCPSTest

- general
- ownership Remove
- membership**
- membership approval
- delivery management
- message approval
- email options
- MailTip

Members:

- + -
- thing10
- Thing101
- thing24
- thing31**

Save Cancel

https://outlook.office.com/ecp/MyGroups/EditDistributionGroup.aspx?ActivityCorrelationID=1ea8d91a-4d4b-533b-a126-b91...

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