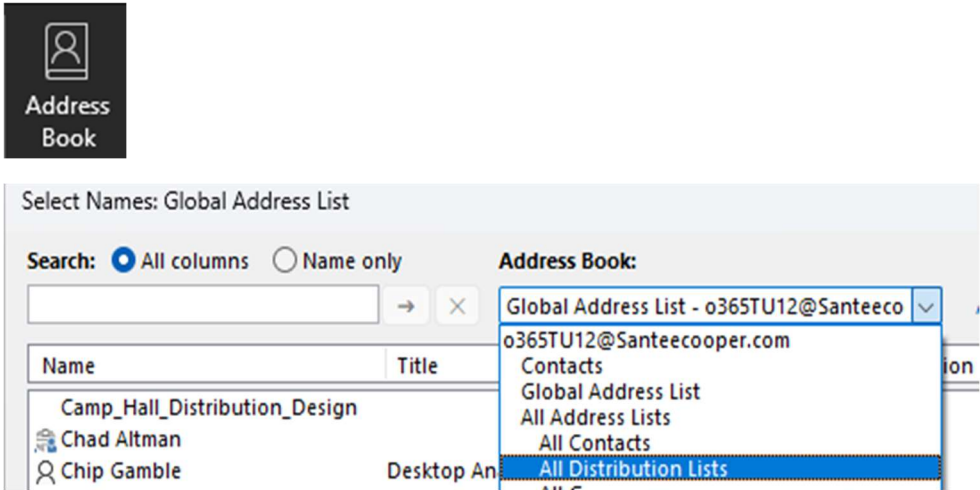
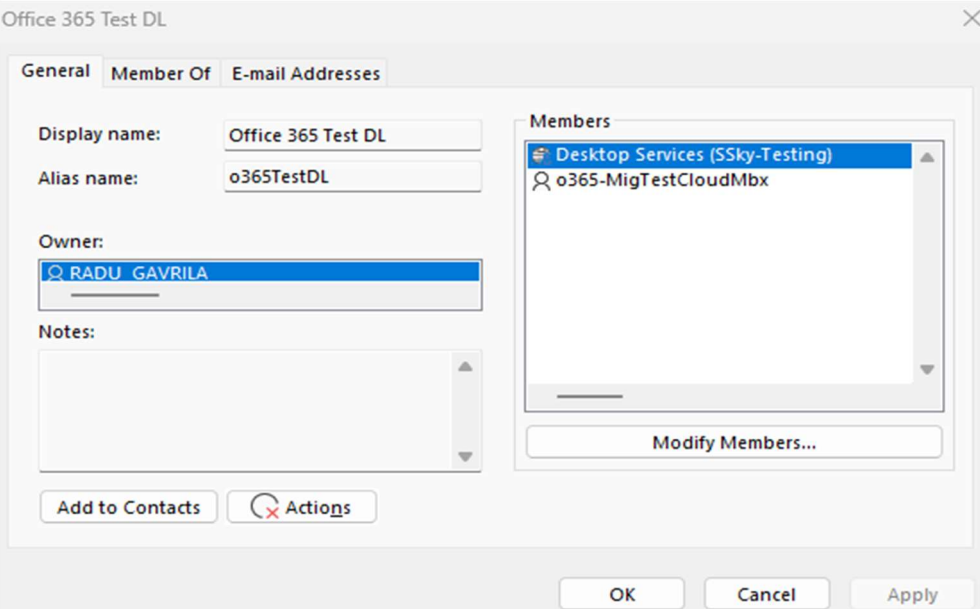


Managing Distribution Groups

November 13, 2022



Non-Corporate Distribution Groups can now be easily managed by the distribution group owner within the Outlook Client or via OWA. Instructions are listed below and as always if there are any issues, please contact the Technology Service Desk at ext. 7777. Also, be reminded for the creation of a new distribution group, please submit a service request to Technology Services.

Managing Distribution Groups from Outlook Client	
<ol style="list-style-type: none">1. In the Outlook client open a new message2. Click the Address Book button3. Within the Address Book, Select the drop down then select "All Distribution List"4. Find the distribution list you are an owner of5. Then right click and select "Properties"6. Once there you will be able to click the Modify Member button and add or remove people from the distribution group.7. Apply changes and Click OK.	 <p>The screenshot shows the Outlook Address Book interface. A search box is visible with the text "Select Names: Global Address List". Below it, there are radio buttons for "All columns" (selected) and "Name only". A search input field contains "o365TU12@Santeecooper.com". To the right, a dropdown menu is open, showing a list of address books. The "All Distribution Lists" option is highlighted in blue. The background shows a list of contacts with columns for Name and Title.</p>
	 <p>The screenshot shows the "Office 365 Test DL" properties dialog box. The "General" tab is active. The "Display name" is "Office 365 Test DL" and the "Alias name" is "o365TestDL". The "Owner" is "RADU GAVRILA". The "Members" list contains "Desktop Services (SSky-Testing)" and "o365-MigTestCloudMbx". There are buttons for "Add to Contacts", "Actions", "Modify Members...", "OK", "Cancel", and "Apply".</p>

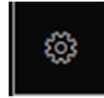
Managing Distribution Groups

November 13, 2022



Managing Distribution Lists from Outlook Web Access – OWA (exchange.santeecooper.com)

1. Login to OWA at exchange.santeecooper.com
2. Click on the “Setting” button in the top right-side of the window.
3. At the bottom of the setting, click the “View all Outlook Settings” button.
4. Then select General and Distribution Groups.
5. Under the Distribution groups, and the section “Distribution groups I own” you will be able to double- click on groups you would like to modify.



View all Outlook settings

Distribution groups I belong to	
Display name	Email address
There are no items to show in this view.	

Distribution groups I own	
Display name	Email address
Office 365 Test DL	o365TestDL@santeecooper.com
Test Connector Memb...	TestConnectorOutbound@santeeco...

6. From there, select Membership.
7. You can add members by clicking the “+” button and remove members by selecting the member and clicking the “-” button.
8. Then click the Save button.