

Modify E-mail Distribution Lists

Microsoft 365



**Texas A&M Forest Service (TFS) – Information Resources Department (IR)
Support Documentation**

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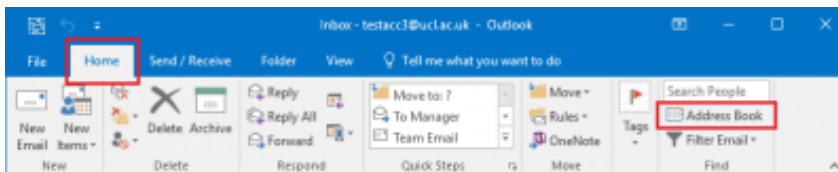
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Modify central distribution list members in Microsoft Outlook for Windows

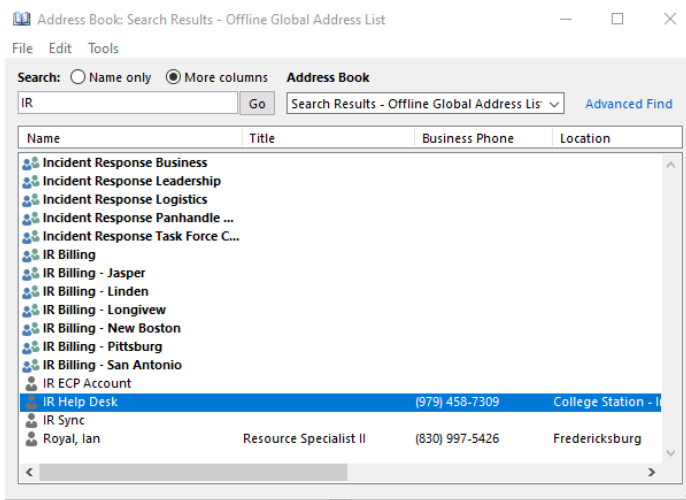
When managing a central e-mail distribution list, you can modify its members any time through Outlook installed on your computer. Note: You must be an owner of the e-mail list to modify it's members.

To get to and edit a distribution list you own, follow these steps:

1. In Outlook, select the Home tab and click on the Address Book.

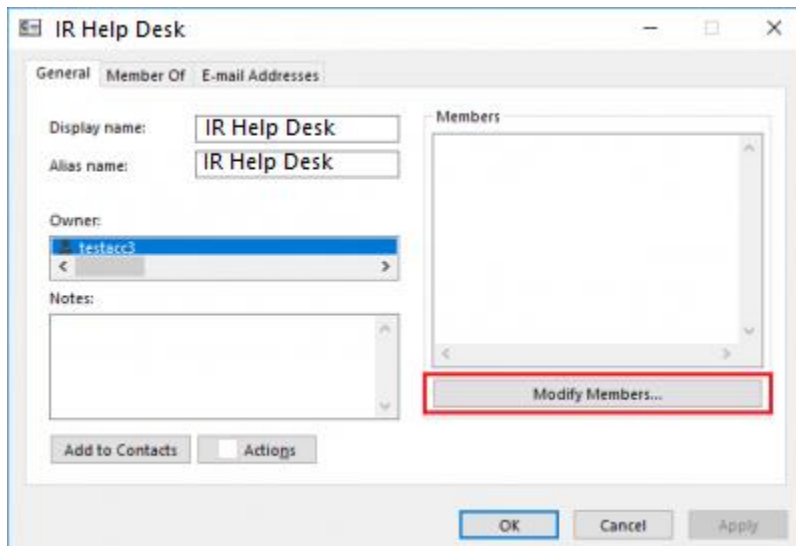


2. In the Search section enter the display name of your central distribution list.



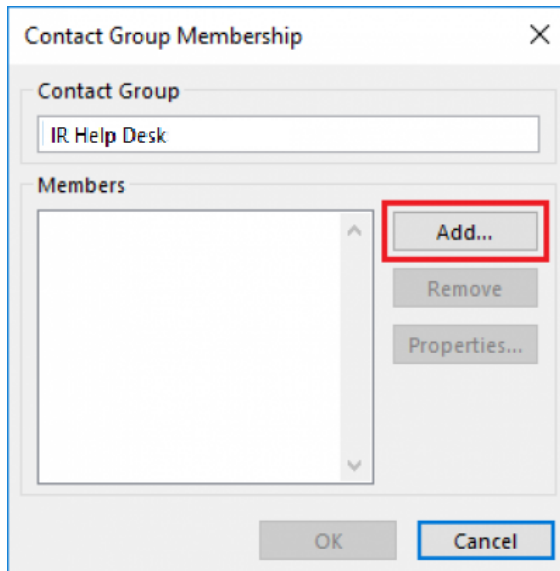
3. Double click on the distribution list or right click and the select Properties. The details of the central distribution list will be displayed in a new window.

4. Click on the “Modify Members...” button

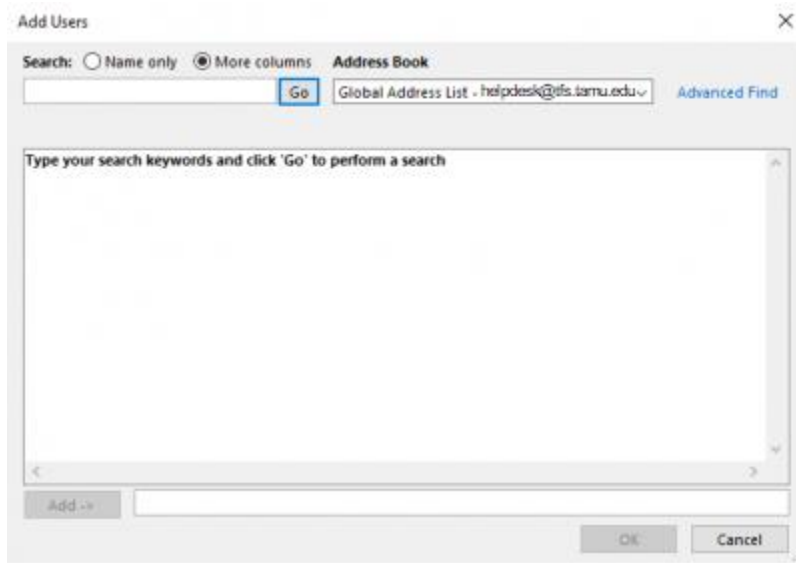


To add members

1. Click “Add...” and then search for the name or user ID of the person you want to add.



2. Once you have found the person you want to add either double click on their name or highlight the name and click Add.



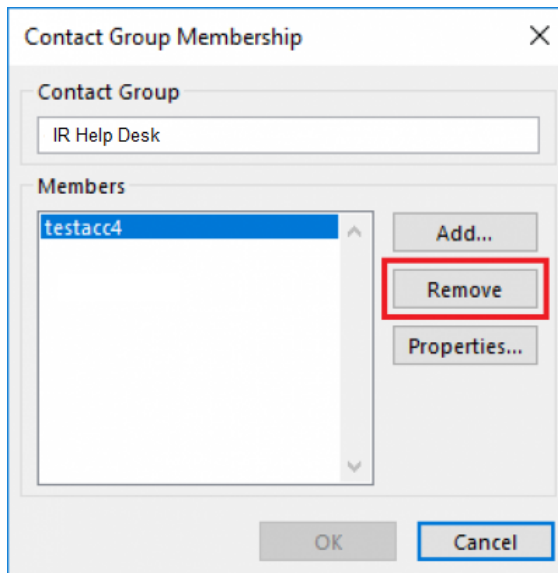
Note: You can add more than one person at a time by then searching for another name and following the previous two steps.

3. Once you have the people in your list that you want to add click the “OK” button.
4. You should then see them on the list. Click OK.
5. Click OK again to close the properties window.

To remove members

1. Search through the list for the person you want to remove. Highlight their name.

2. Click on the Remove button.



3. Click OK.

Any changes that you make will take effect immediately after you click the "OK" button and close the window that displays the members of the list