Modify E-mail Distribution Lists Microsoft 365



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

Version 1.0, 1/27/2021

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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.

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File	Home	Send / Receive	Folder View	💡 Tell me what you wan	t to do					
New Email B	New	Delete Archive	G, Reply G, Reply All G, Forward ■.	Move to: ? To Manager Team Email	Move *	P Tags	EB Ada	People fress Book or Email *		
Nev	v	Delete	Respond	Quick Steps rs	Move			Find		~

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

Search: OName only More columns Address Book						
R	Go Search Results - G	Offline Global Address L	is V Advanced Fin			
Name	Title	Business Phone	Location			
Sa Incident Response Business Sa Incident Response Leadership Sa Incident Response Logistics Sa Incident Response Panhandle						
In Rölling IR Billing IR Billing - Jasper IR Billing - Linden IR Billing - Longivew IR Billing - New Boston IR R Billing - New Boston IR R Billing - San Antonio IR R ECP Account						
IR Billing IR Billing - Jasper IR Billing - Linden IR Billing - Linden IR Billing - Longivew IR Billing - New Boston IR Billing - Pittsburg IR Billing - San Antonio		(979) 458-7309	College Station - I			

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

ieneral Member C	Of E-mail Addresses				
Display name:	IR Help Desk	Member	rs		
Alias name:	IR Help Desk				~
Owner:					
<		>			
Notes:					
		^ <			
			Modify Mem	bers	
Add to Contacts	Actions	10 Tues			

To add members

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

Contact Group Membership	×
Contact Group	
IR Help Desk	
Members	
^	Add
	Remove
	Properties
×	
ОК	Cancel

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

	More columns	Address Book			
	Go	Global Address List - helpdesk	@ifs.tamu.edu~	Advanced Fi	ni
pe your search keywords	and click 'Go' I	to perform a search			

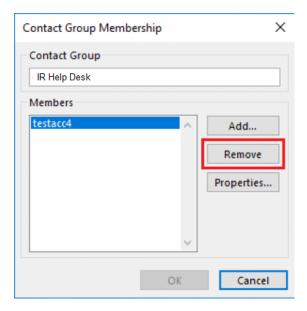
Note: You can add more than one person at a time by then searching for another name and following the previous two steps.

- 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