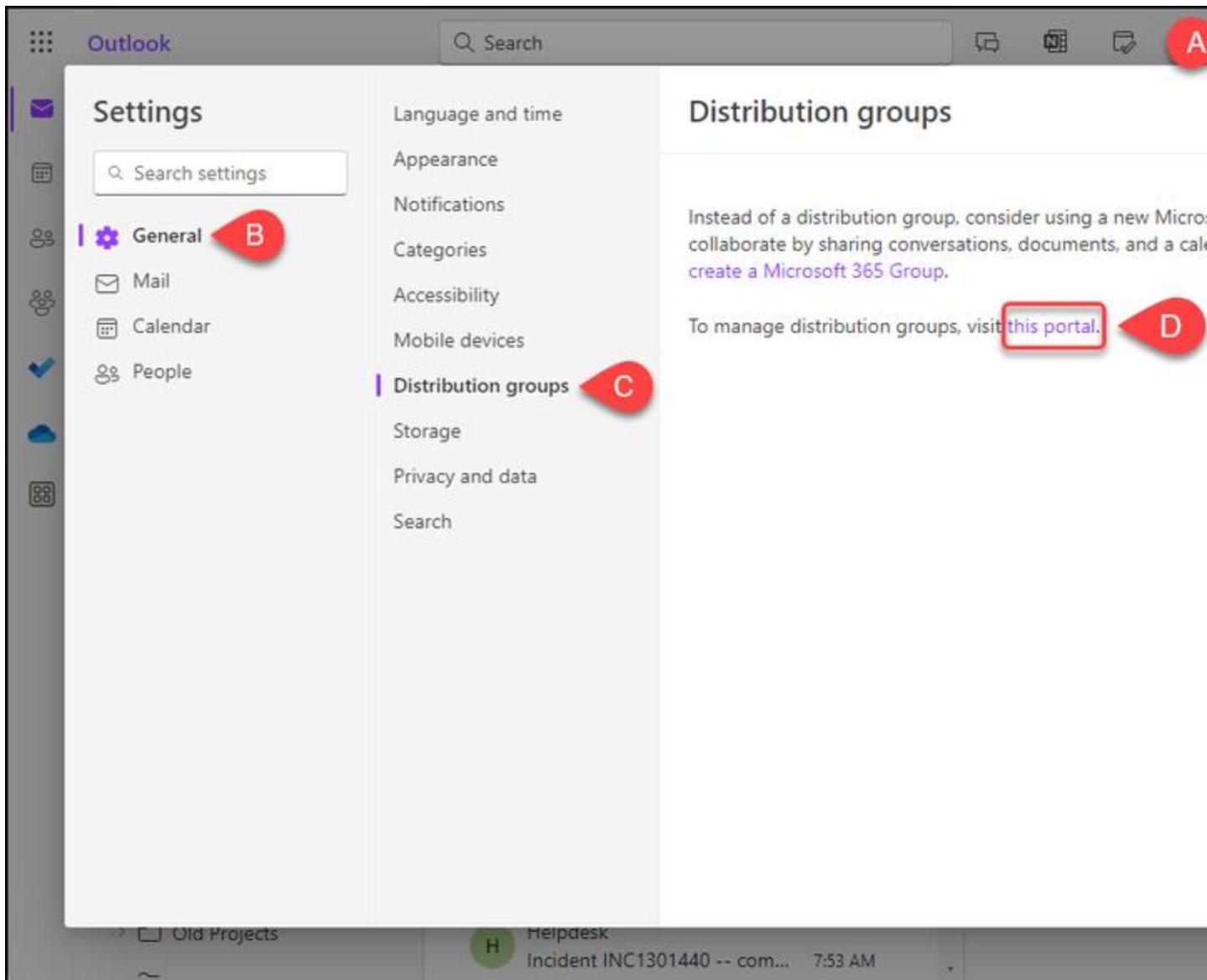


Managing Your Distribution List

1. Log in to Outlook on the Web (OWA) to access the Exchange Admin Center where you can manage your distribution list.

[View instructions on logging into Outlook on the Web.](#)

2. Click the Settings icon. Next, select General, then select Distribution groups. Click the this portal link to open the Exchange Admin Center.



- A. Click the Settings icon.
- B. Select **General**.
- C. Select **Distribution groups**.
- D. Click the **this portal** link in the description.

3. Click Groups I own and then select the DL that you want to modify.

Groups

Instead of a distribution group, consider using a new Microsoft 365 Group to collaborate by sharing conversations, documents, and a calendar. [Learn more](#)

Groups I belong to

Groups I own

A

+ Add new group Refresh

11 items

Search groups I own

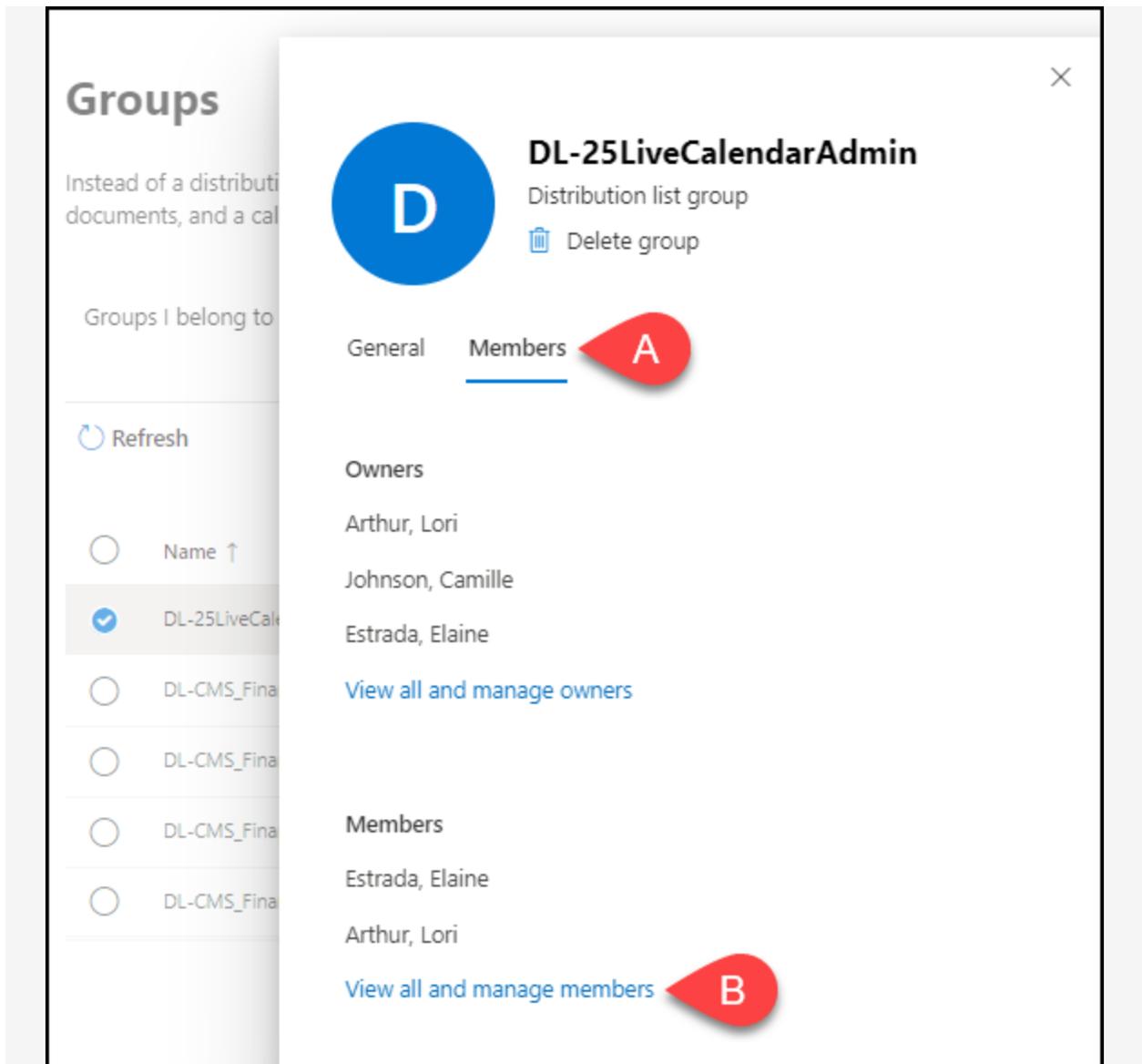
<input type="radio"/>	Name ↑	Email address
<input type="radio"/>	DL-25LiveCalendarAdmin	DL-25LiveCalendarAdmin@fullerton.edu
<input type="radio"/>	DL-CMS_Finance_Budget_Mar	DL-CMS_Finance_Budget_Mgmt@fullerton.edu
<input type="radio"/>	DL-CMS_Finance_Reports	DL-CMS_Finance_Reports@Exchange.FULLERTON.EDU

E.

Choose the action you want to take with your distribution list from the items below to view instructions.

- A. Click **Groups I own**.
- B. From the list of groups that you own, select the distribution list that you want to edit.

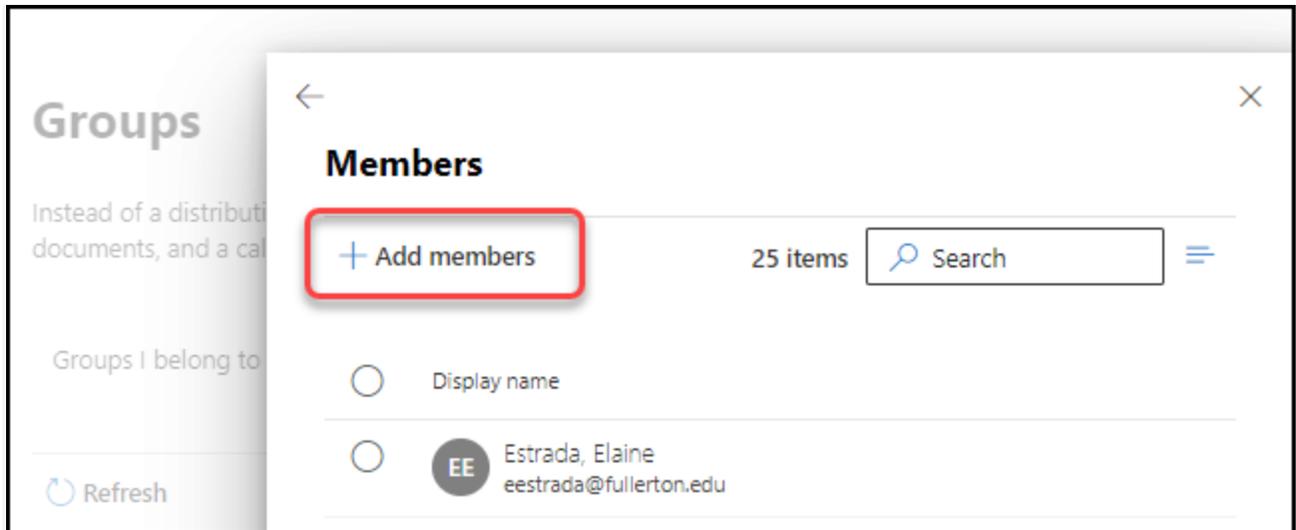
4. Click Members. Then, click View all and manage members.



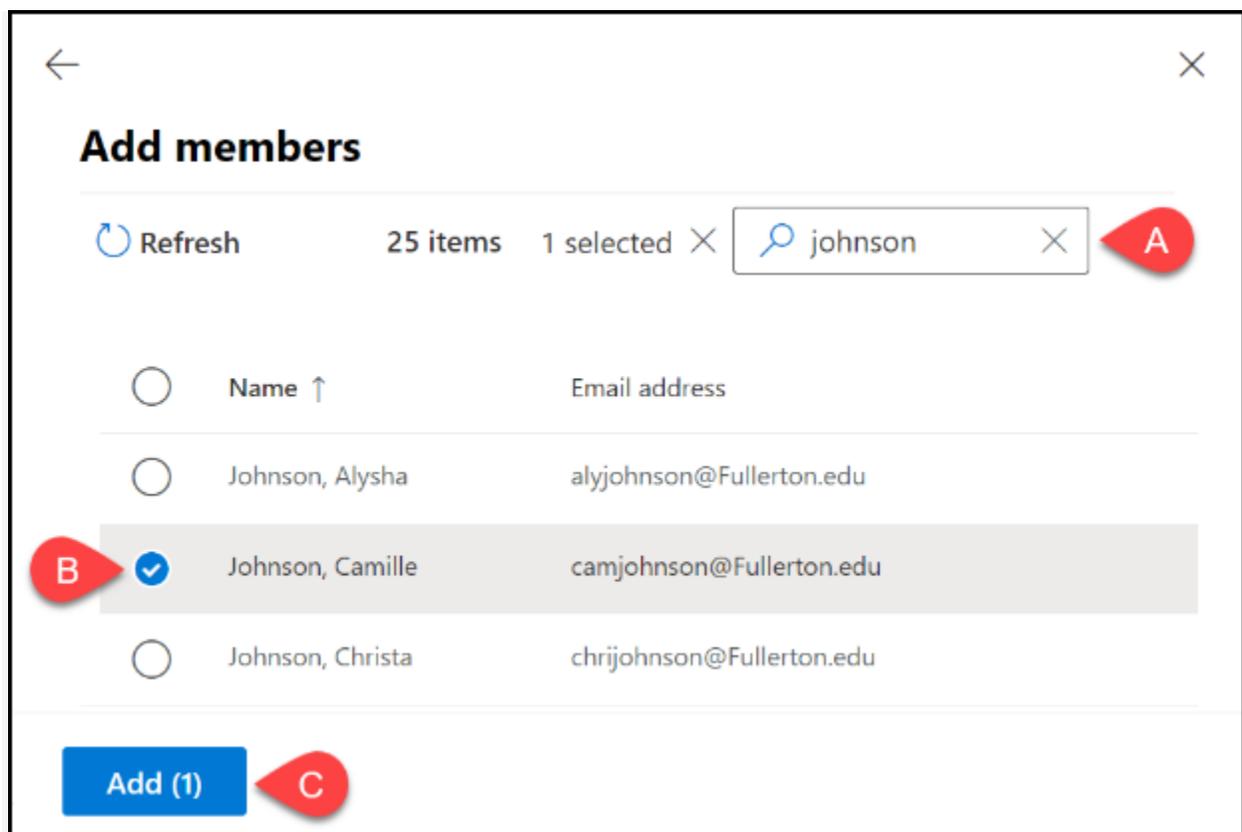
A. Click **Members**.

B. Click **View all and manage members**.

5. To add a user to the DL, begin by clicking Add members.



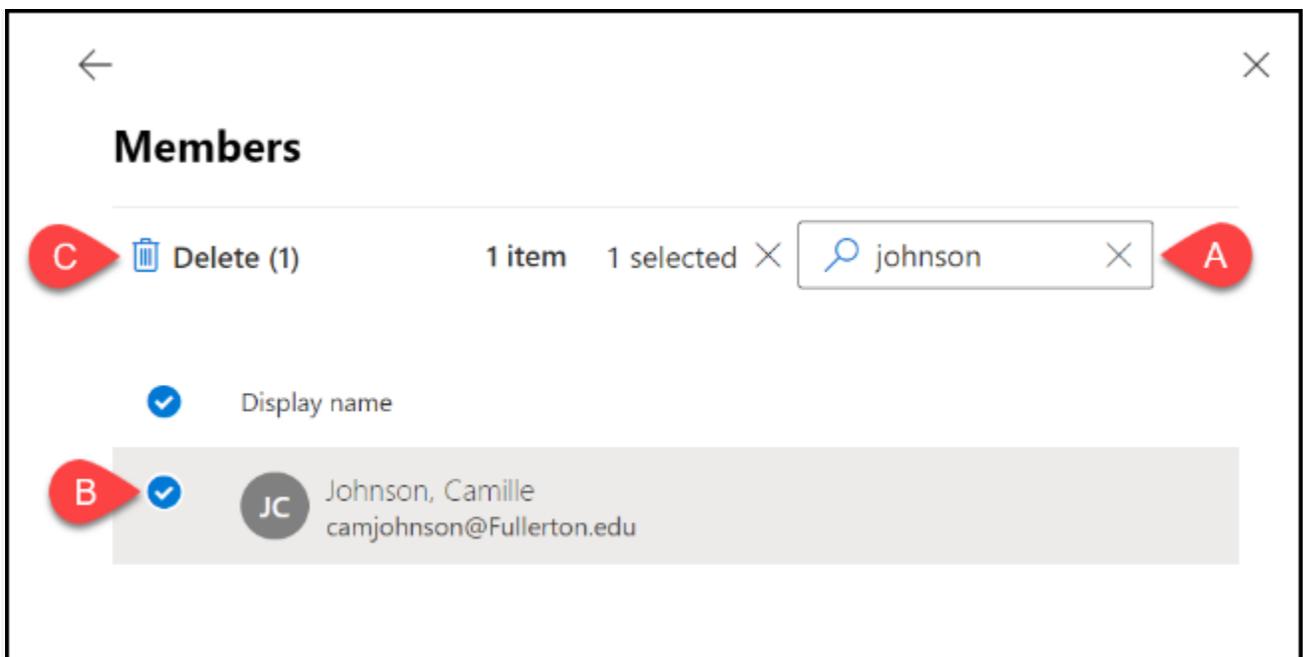
5.1. Type a name/username/email into the search bar and hit Enter. Select the user(s) that you want to add to the DL. Repeat with any additional people you want to add. Then, click Add.



- A. Enter a name, username, or email address into the search bar. Hit the Enter key to see search results.
- B. Place a check next to the user(s) that you want to add as a DL member. Make additional searches and selections until you have checked all users that you want to add.
- C. Click **Add**.

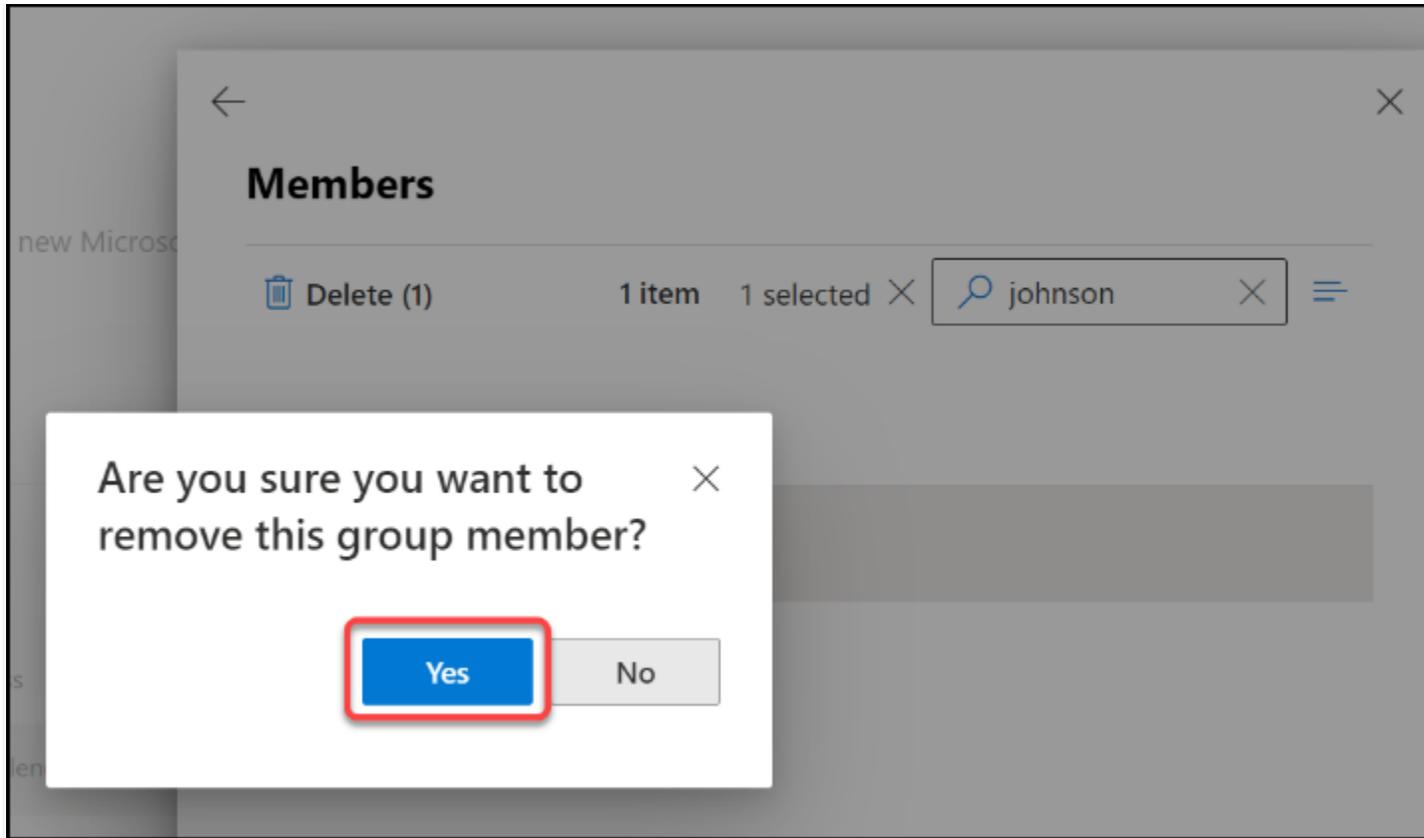
5.2. You're done adding members! It may take up to five minutes to see the changes reflected in Outlook.

6. To remove a user from the distribution list, search for the user(s) that you want to remove. Place a check next to the user(s), then click Delete.



- A. Enter a name, username, or email address into the search bar. Hit the Enter key to see search results.
- B. Place a check next to the person you want to remove from the DL.
- C. Click **Delete**.

6.1. Click Yes on the prompt to confirm that you want to remove the DL member.



6.2. You're done removing members! It may take up to five minutes to see the changes reflected in Outlook.
