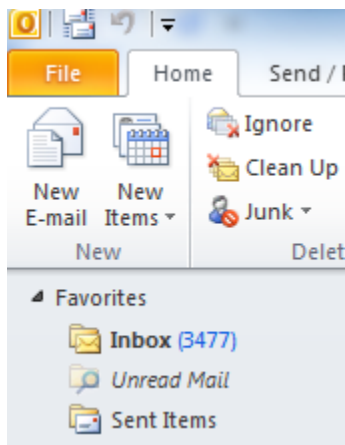


Managing Distribution Lists within Outlook

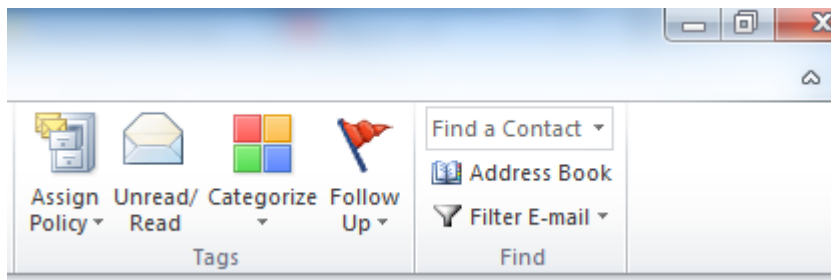
7/2/13



The following document describes the steps necessary to manage Distribution lists within Outlook. In order to manage lists, you must already have been designated a manager of said list and that list must be hosted by the Exchange Email system. Lists created within the Mailman application are not manageable via Outlook.

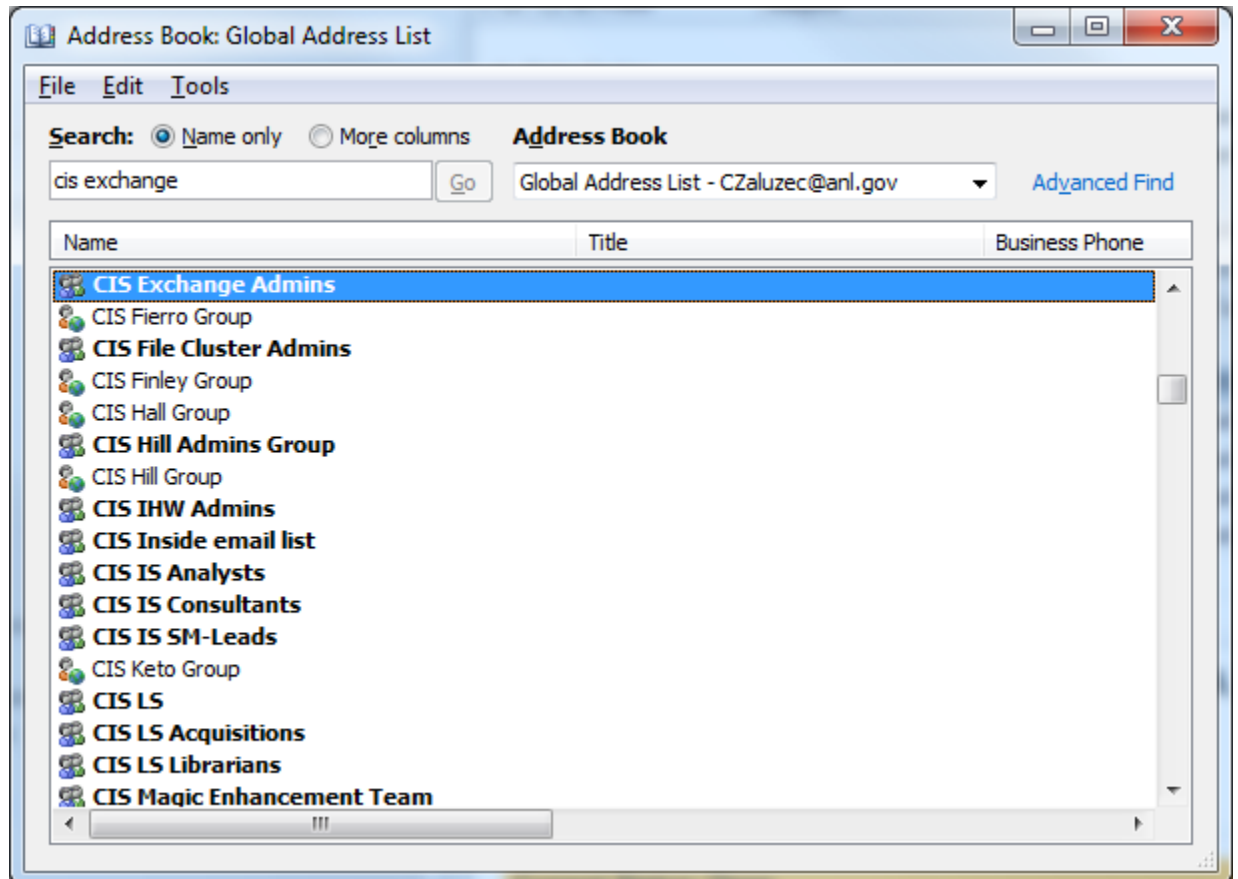
1. Open Outlook and click the "Home" Tab



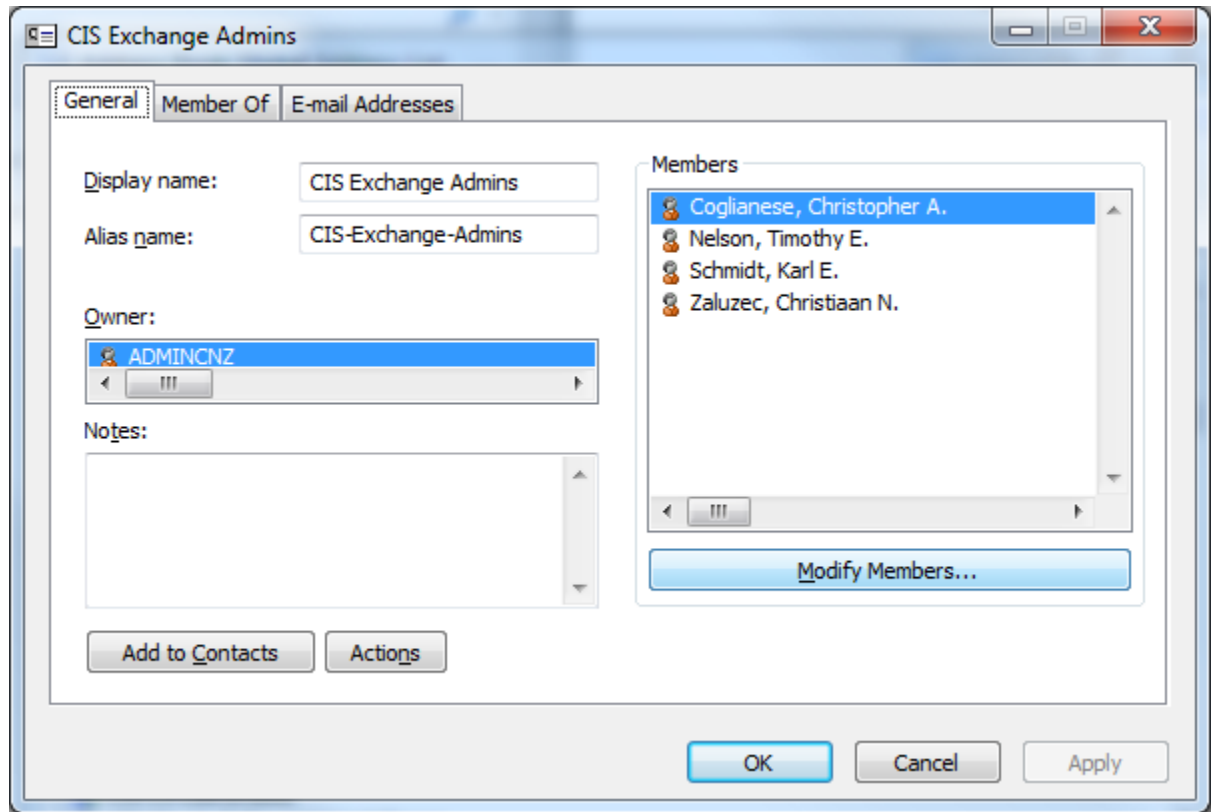
2. Click "Address Book" in the top left hand corner



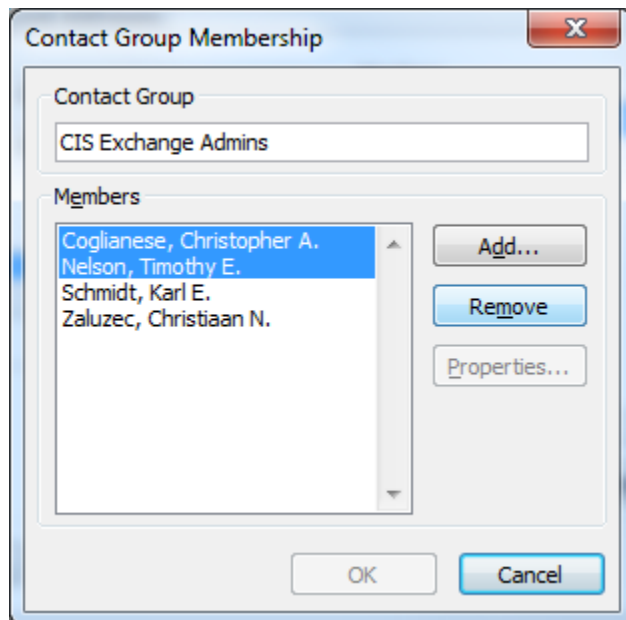
3. Search for the list in question. If the icon next to the list name looks like this , then it is manageable via Outlook. If the icon next to the list name looks like this , then it is a Mailman list and not manageable via Outlook. If you discover that you can manage this list via Outlook, double click on it to continue.



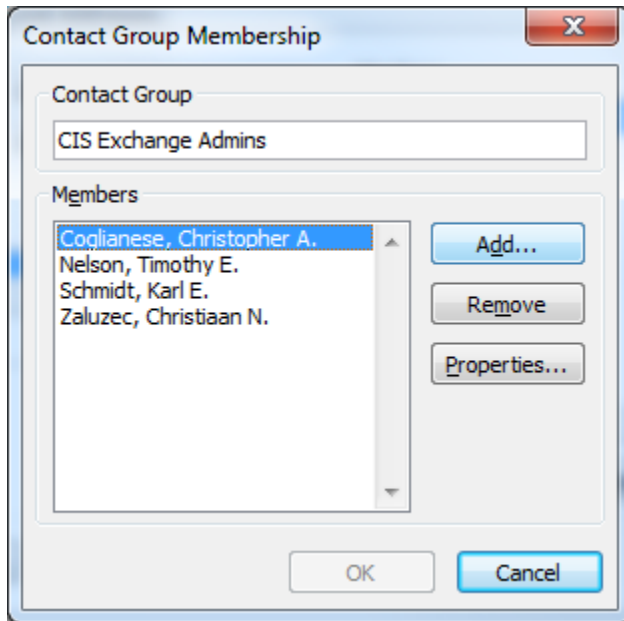
4. In the “General” Tab Click “Modify Members”



5. To remove members, highlight the user(s) in question and click “Remove”



6. To Add Members, click the “Add..” button



7. Search for the users you would like to add and select them by double clicking on them. As you add users, they will appear in the ADD→ field. Once you have finished adding users, click “OK”, then Click “OK” to exit the Group Membership window, and “OK” Once again to Exit the properties window for the list.

