

# Managing Your Distribution List

This article covers how distribution list owners can manage their distribution list including: adding/removing owners, adding/removing members, changing who can send to the distribution list, and more.

## 1. Log in to Outlook on the Web to manage your distribution list.

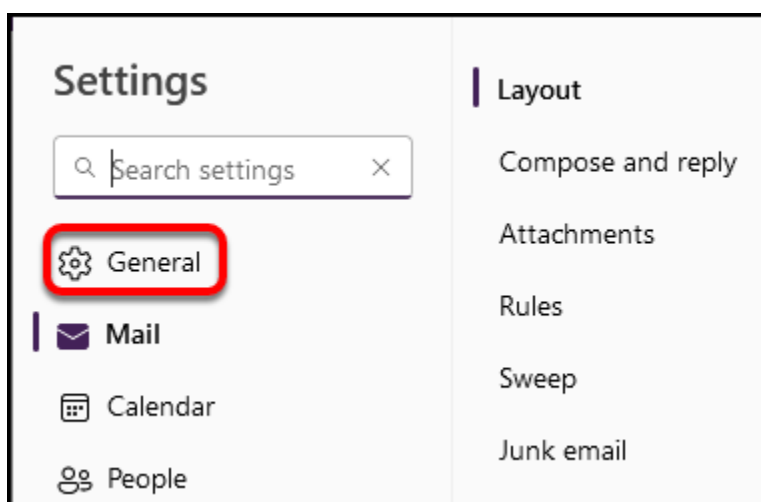
[View article on accessing Outlook on the Web.](#)

## 2. Click the Settings icon.

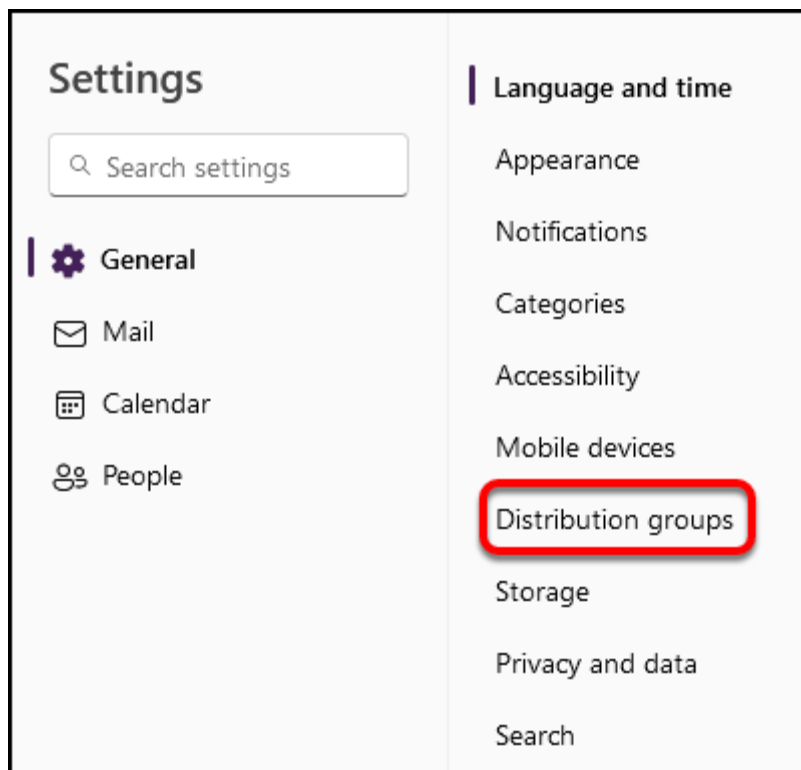


Click on the Settings icon at the top right of Outlook on the Web.

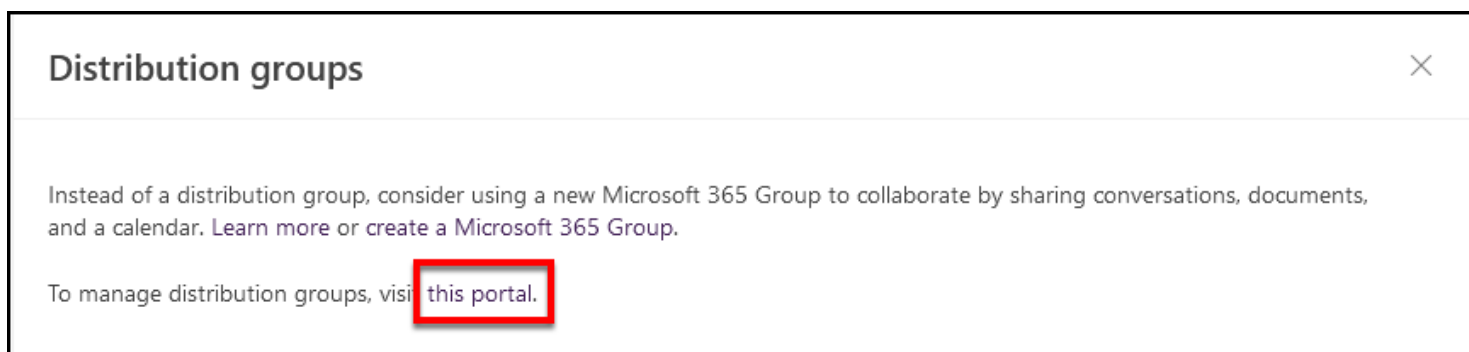
## 3. Click General.






## 4. Click Distribution groups.



## 5. Click the This Portal link.



## 6. Locate the distribution list you want to modify under Distribution groups I own and double click on it to open it.

Distribution groups I own	
  	
Type the name of the list you're looking for	
Display name	Email address
DL-25LiveCalendarAdmin	DL-25LiveCalendarAdmin@fullerton.edu
DL-CMS_Finance_Budget_Man...	DL-CMS_Finance_Budget_Mgmt@fullerton.edu
DL-CMS_Finance_Budget_Transfer	DL-CMS_Finance_Budget_Transfer@Exchange.FULL...
DL-CMS_Finance_Reports	DL-CMS_Finance_Reports@Exchange.FULLERTON...
DL-CMS_Finance_Requisition	DL-CMS_Finance_Requisition@Exchange.FULLERT...
DL-CMS_Finance_Rev_Exp_Report	DL-CMS_Finance_Rev_Exp_Report@Exchange.FULL...
DL-CMS_HR_AM_Managers	DL-CMS_HR_AM_Managers@Exchange.FULLERTO...
DL-CMS_HR_LCD	DL-CMS_HR_LCD@Exchange.FULLERTON.EDU
DL-CMS_HR_Part-Time_Faculty	DL-CMSPart-TimeFaculty@Exchange.FULLERTON.E...
DL-CMS_HR_RCQ	DL-CMS_HR_RCQ@Exchange.FULLERTON.EDU
DL-CMS_HR_Student_Worker	DL-CMS_HR_Student_Worker@Exchange.FULLERT...
DL-CMS_HR_Timekeepers	DL-CMS_HR_Timekeepers@exchange.fullerton.edu
DL-IT-test2	DL-IT-test2@Fullerton.edu

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

### Hiding the distribution list from the Outlook Address Book

Hiding your distribution list from the Outlook Address book changes your distribution list to "unlisted" and it will not appear in any searches of the address book.



If your distribution list is hidden, you **MUST** type the full email address of the distribution list each time you want to send an email to it.

# 1. Place a checkmark next to Hide this group from the shared address book in the general section. Then click Save.

DL-IT-test2

- general
- ownership
- membership
- membership approval
- delivery management
- message approval
- email options
- MailTip

\*Display name: DL-IT-test2

\*Alias: DL-IT-test2


\*Email address: DL-IT-test2 @ Fullerton.edu

Notes:

☐ Hide this group from the shared address book

Save Cancel

- Place a checkmark next to Hide this group from the shared address book.
- Click **Save**.

 To change your distribution list from hidden to visible, simply uncheck **Hide this group from the shared address book** and click **Save** again.

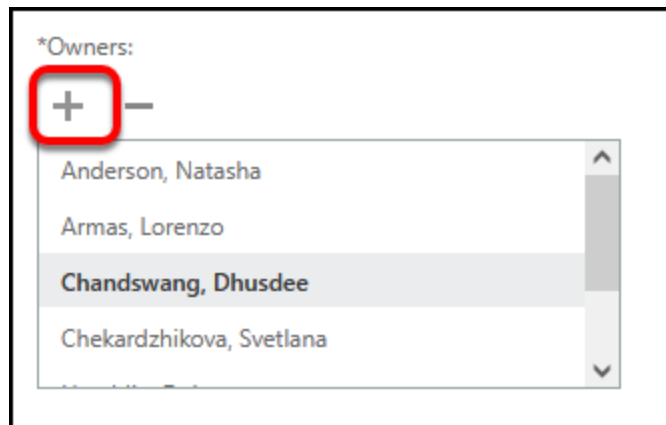
## Adding/Removing Owners

Adding or removing another owner will grant or revoke access to manage the distribution list which includes all of the actions in this article.

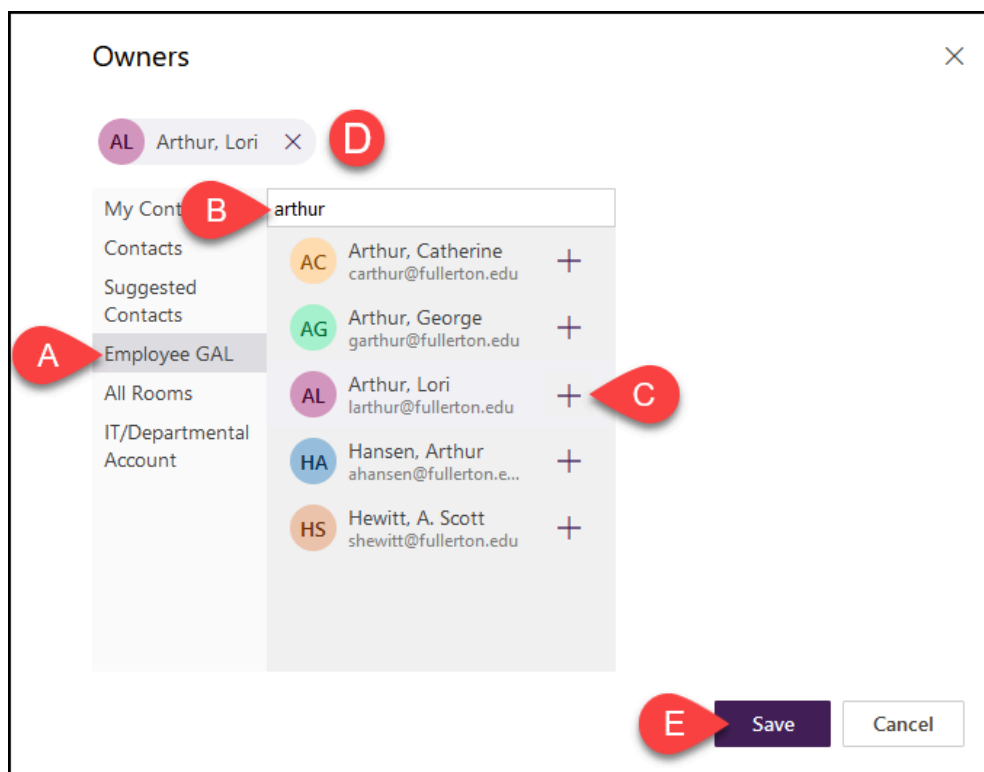
## 1. Click ownership.



## 2. To add an owner, click on the plus icon.

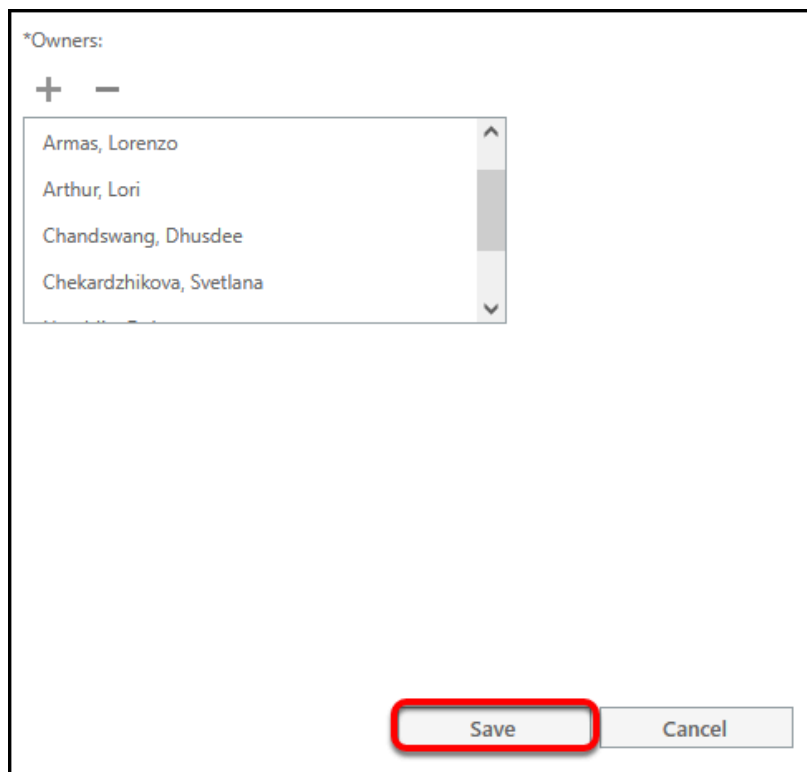


**2.1. Type the name of the person you want to add and then click the magnifying glass to search. Then click the plus icon next to their name to add them to the Owners field. Repeat with any additional people you want to add. Then click Save.**



- A. Click on the **Employee GAL** addressbook on the left.
- B. Type in the name of the person you want to add. The system will start showing you search results as you type.
- C. Click on the plus icon next to the person's name.
- D. The person's name will appear in the Owners section at the top of the window.
- E. Once you have added all of the names that you wish to add as owners, click **Save**.

## 2.2. Click Save to save your changes. You're done adding owners!



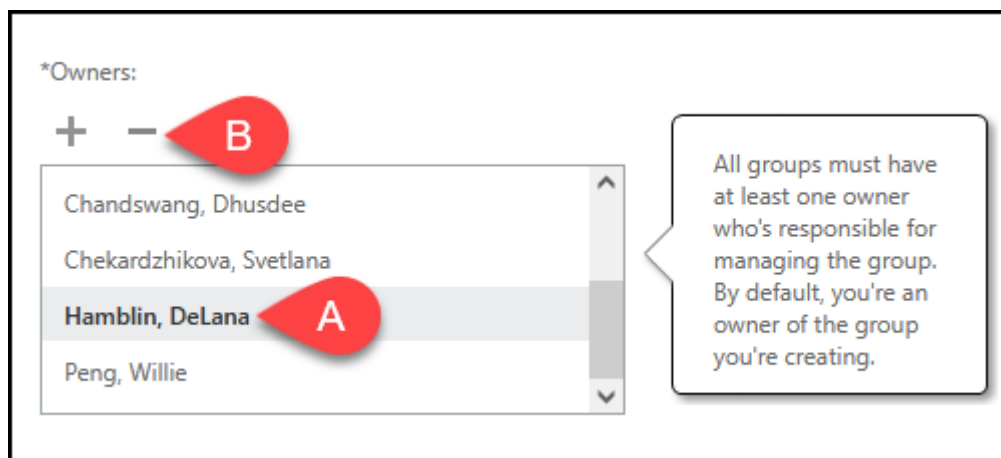
\*Owners:

+ -

- Armas, Lorenzo
- Arthur, Lori
- Chandswang, Dhusdee
- Chekardzhikova, Svetlana

Save Cancel

## 3. To remove an owner, click on the name you want to remove. Then click the minus icon.



\*Owners:

+ - B

- Chandswang, Dhusdee
- Chekardzhikova, Svetlana
- Hamblin, DeLana A
- Peng, Willie

All groups must have at least one owner who's responsible for managing the group. By default, you're an owner of the group you're creating.

**i** The Microsoft tip will remind you that you must have at least ONE owner of this distribution list.

- A. Click on the name of the person you want to remove as an owner of this distribution list.
- B. Then click the minus icon.

### 3.1. Click Save to save your changes. You're done removing owners!



\*Owners:

+ -

- Arthur, Lori
- Chandswang, Dhusdee
- Chekardzhikova, Svetlana
- Peng, Willie

All groups must have at least one owner who's responsible for managing the group. By default, you're an owner of the group you're creating.

Save Cancel

## Adding/Removing Members

**💡** You can add/remove members of your distribution list in both Outlook on the Web and in the desktop Microsoft Outlook application.

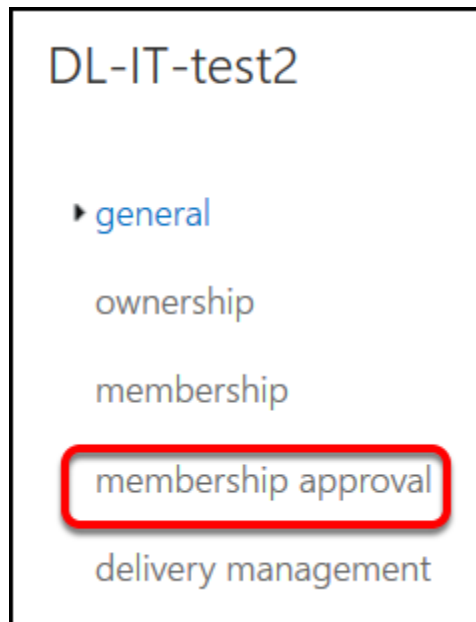
[View article on managing members of your distribution list.](#)



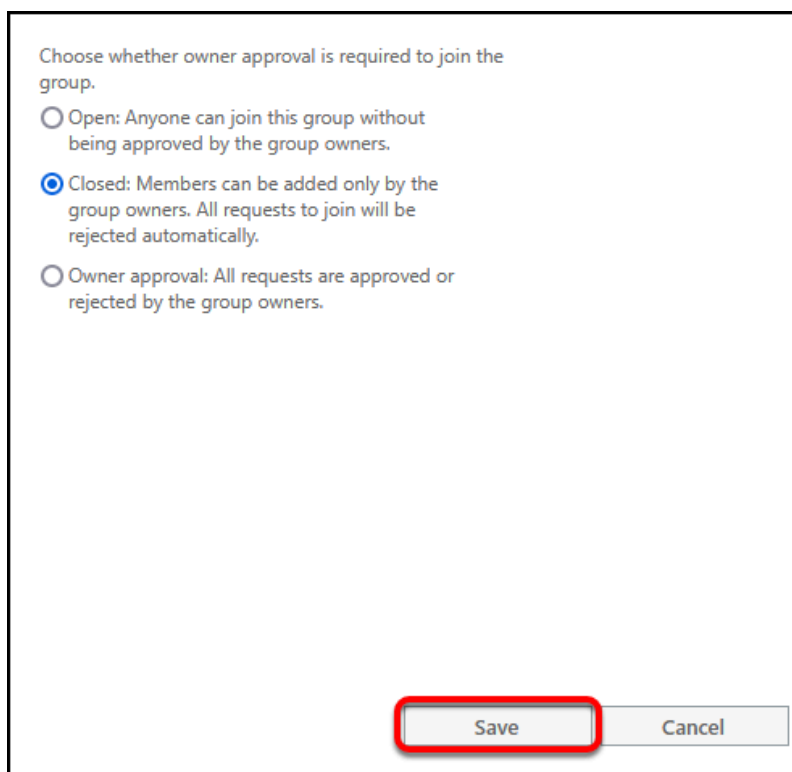
# Allowing Users to Add or Remove Themselves as Members

Membership approval allows you to change whether users can add themselves to your distribution list. By default, all distribution lists have closed membership, meaning that an owner must add/remove members.

## 1. Click membership approval.



## 2. Choose the type of membership approval you want for this distribution list. Then click Save.



Choose whether owner approval is required to join the group.

☐ Open: Anyone can join this group without being approved by the group owners.

☒ Closed: Members can be added only by the group owners. All requests to join will be rejected automatically.

☐ Owner approval: All requests are approved or rejected by the group owners.

Save Cancel

Choose the membership approval type you want for this distribution list.

- **Open:** anyone with a CSUF employee email account can join/leave this distribution list without approval.
- **Closed:** only owners can add or remove members to the distribution list.
- **Owner approval:** when a user requests to join a distribution list, the owner(s) will receive a notification and must approve the request.

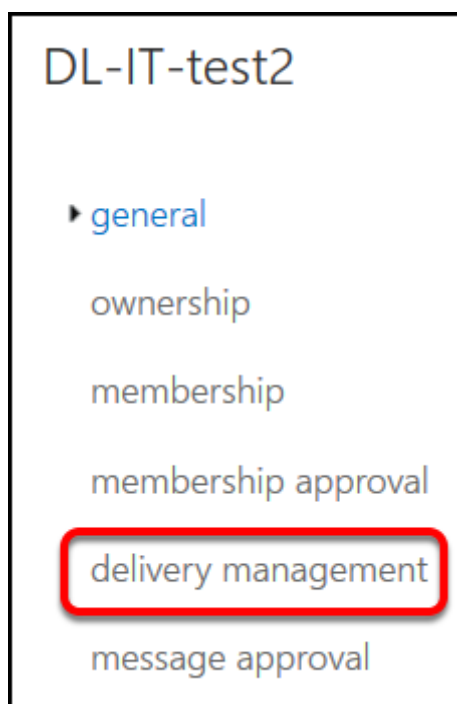
Click **Save** after making your selection.

## Changing Who Can Send to Your Distribution List

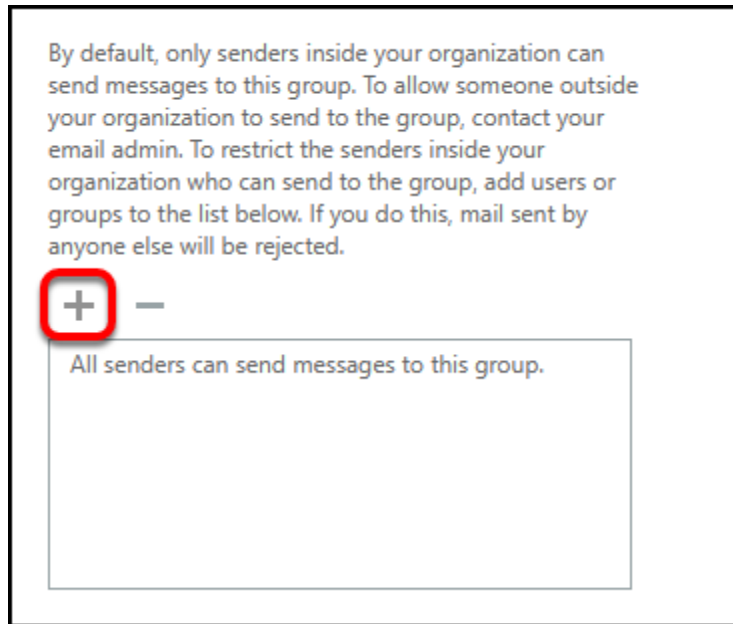
Use delivery management to allow only specific users to send to your distribution list or to allow all campus employees to send to it. By default, all employees on campus can send to your distribution list.

💡 If you need to allow off-campus users to send to your distribution list, please contact the Help Desk at [helpdesk@fullerton.edu](mailto:helpdesk@fullerton.edu).

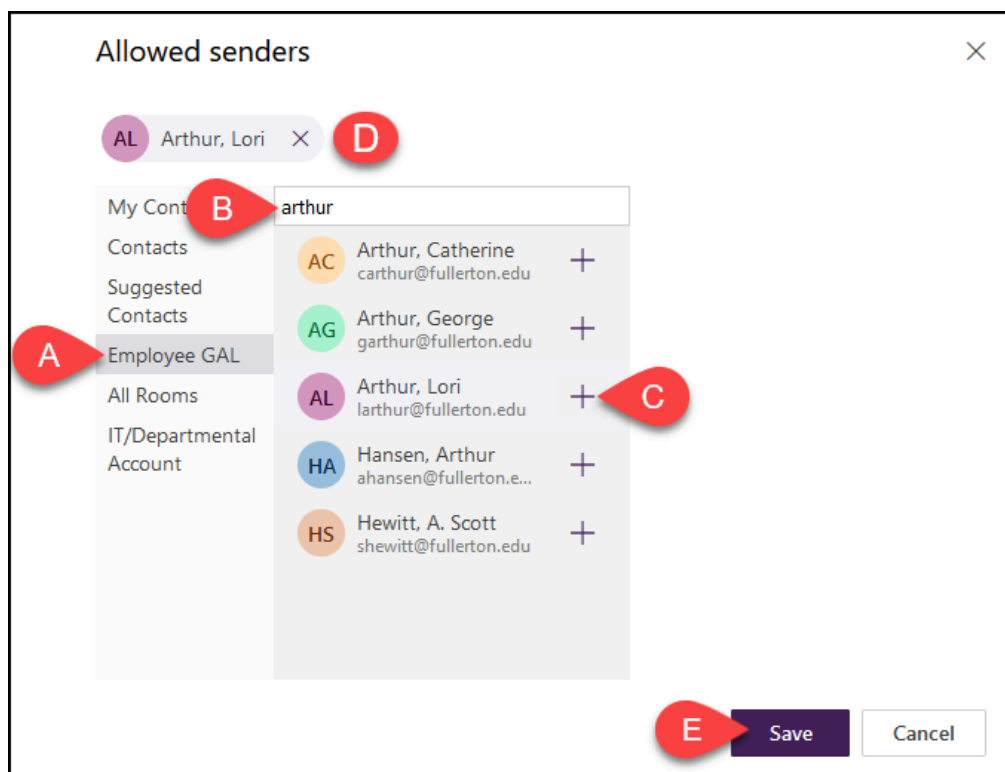
## 1. Click delivery management.



## 2. To allow a user to send to the distribution list, click the plus icon.



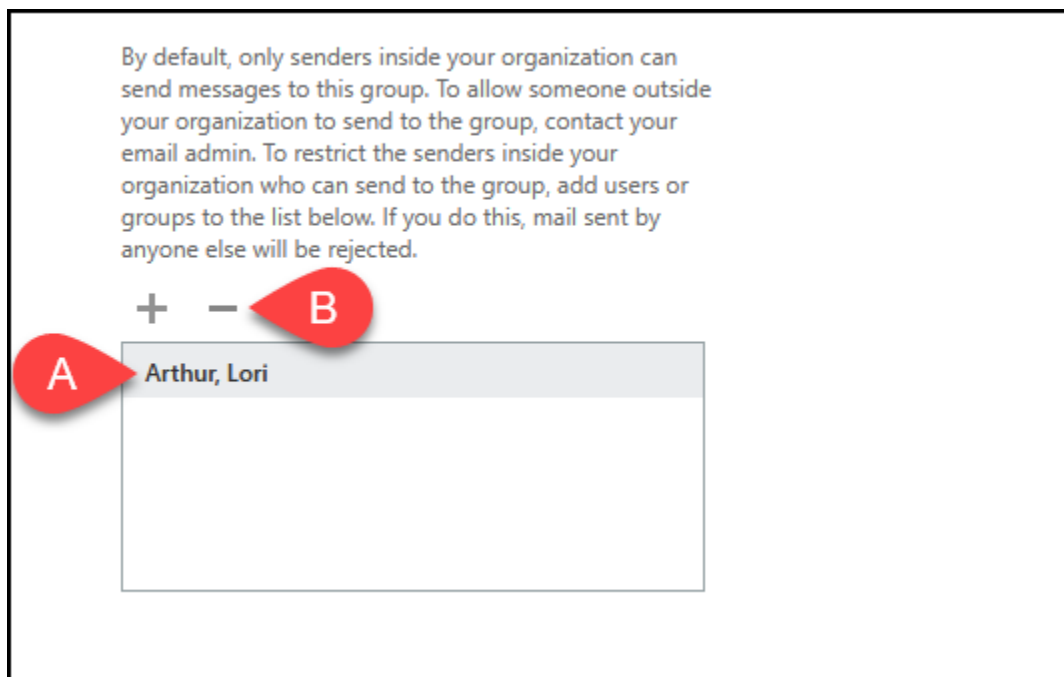
**2.1. Choose Employee GAL from the list of address books on the left. Type the name of the person you want to add. Then click the plus icon next to their name to add them to the Allowed senders field. Repeat with any additional people you want to add. Then click Save.**



- A. Click on the **Employee GAL** addressbook on the left.
- B. Type in the name of the person you want to add. The system will start showing you search results as you type.
- C. Click on the plus icon next to the person's name.
- D. The person's name will appear in the Allowed senders section at the top of the window.
- E. Once you have added all of the names that you wish to add as allowed senders, click **Save**.



**3. To remove an allowed sender's access to your distribution list, click on the name you want to remove. Then click the minus icon.**



- A. Click on the name of the person you want to remove.
- B. Then click the minus icon.

### 3.1. Click Save to save your changes. You're done removing allowed senders!

By default, only senders inside your organization can send messages to this group. To allow someone outside your organization to send to the group, contact your email admin. To restrict the senders inside your organization who can send to the group, add users or groups to the list below. If you do this, mail sent by anyone else will be rejected.

+ -

All senders can send messages to this group.

If messages aren't being delivered to your group the way you specified, it's possible your administrator has changed the delivery management options for the group.

Save Cancel



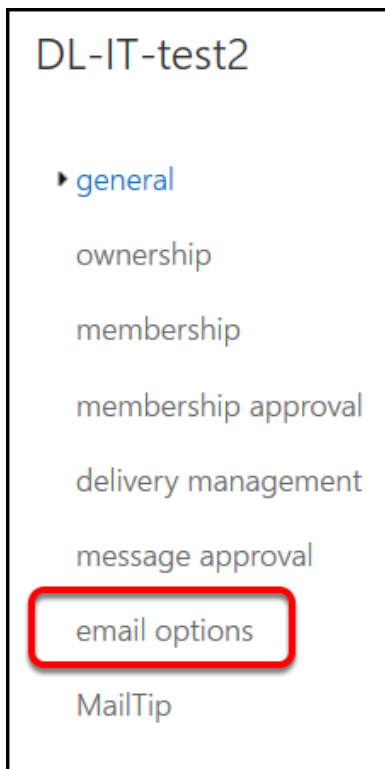
Notice that if you remove all allowed senders, all campus employees will be allowed to send to the distribution list.

## Viewing Email Options

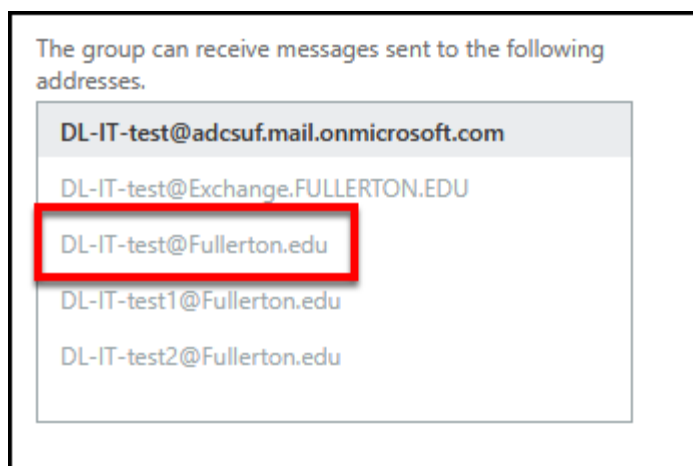
Email Options will show you the email addresses associated with your distribution list.



## 1. Click email options.



## 2. Review the valid email addresses for your distribution list.

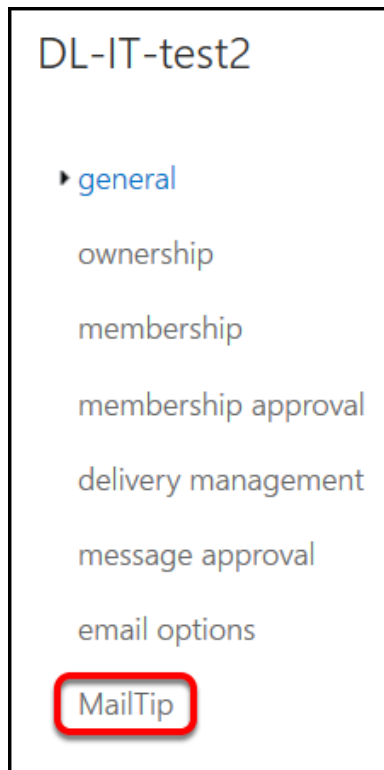


! It is highly recommended that you use the @fullerton.edu email address when sending to a distribution list.


## Changing MailTip

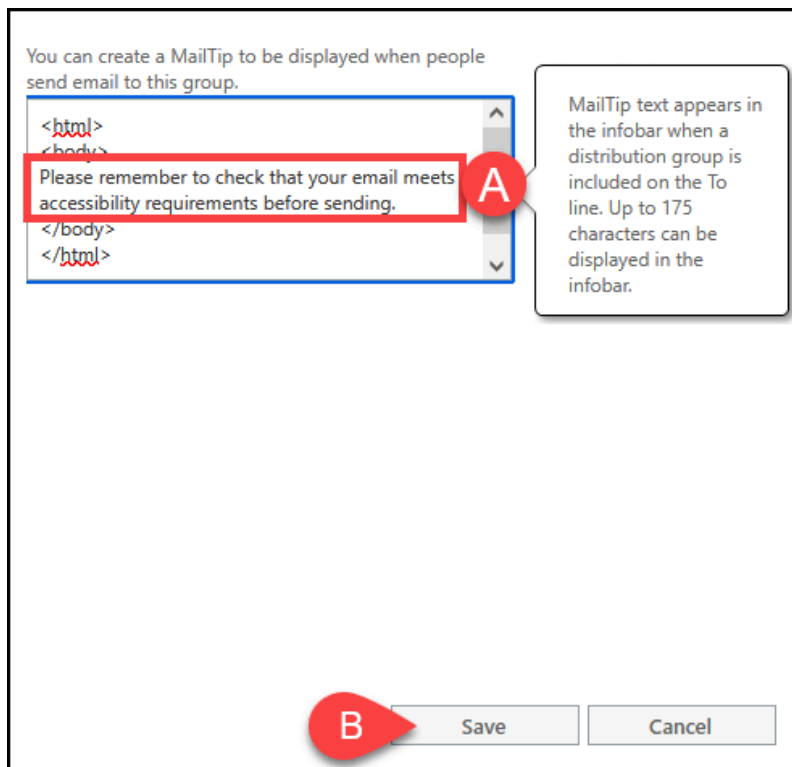
This MailTip will appear when users add your distribution list to the To field of an email. Creating a MailTip allows you to set up a customized message for users who are sending to your distribution list. This can be used to remind them of any relevant information about sending to your distribution list such as rules about appropriate content.

### 1. Click MailTip.



## 2. Type your content in the MailTip box. Then click Save.

 Note that if you see HTML/Body tags, you should enter your MailTip text in between the tags as seen in the screenshot below.



You can create a MailTip to be displayed when people send email to this group.

`<html>`  
`<body>`  
 Please remember to check that your email meets accessibility requirements before sending.  
`</body>`  
`</html>`

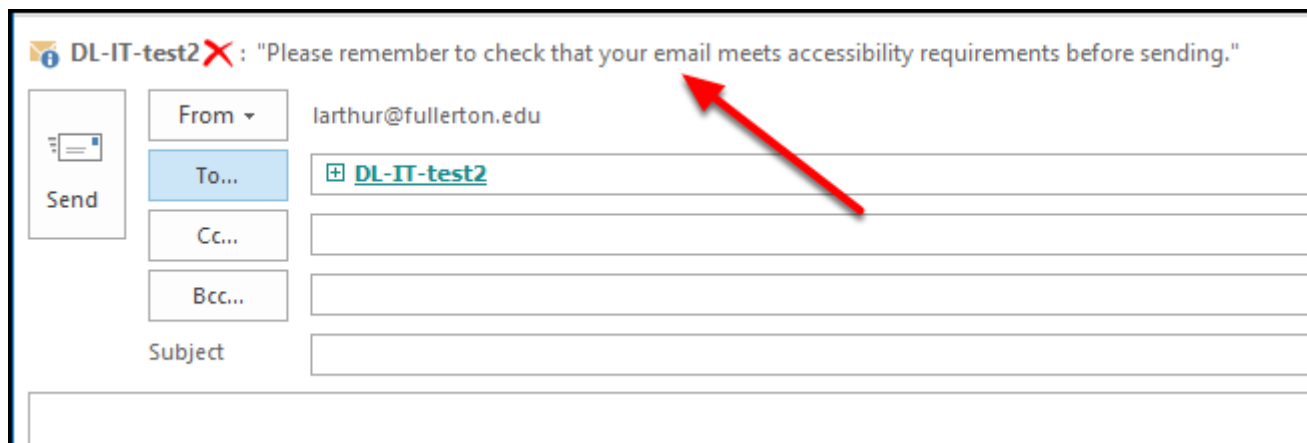
MailTip text appears in the infobar when a distribution group is included on the To line. Up to 175 characters can be displayed in the infobar.

**A**

**B** Save Cancel

- A. Enter the information you want to appear in the MailTip. Note the Microsoft tip that indicates a maximum of 175 characters is allowed.
- B. Click **Save**.

### 3. Users will now see the MailTip when they add your distribution list to the To field of an email.



The screenshot shows an email composition interface. At the top, a status bar displays a yellow information icon, the text "DL-IT-test2", a red 'X' icon, and a message: "Please remember to check that your email meets accessibility requirements before sending." Below this, the email form includes a "Send" button on the left. The "From" field is set to "larthur@fullerton.edu". The "To..." field is highlighted in blue and contains a plus icon followed by the text "DL-IT-test2". Below the "To..." field are fields for "Cc...", "Bcc...", and "Subject". A red arrow points from the status bar message down to the "DL-IT-test2" entry in the "To..." field.

## Need More Help?

Contact the IT Help Desk at [helpdesk@fullerton.edu](mailto:helpdesk@fullerton.edu) or 657-278-7777 for additional assistance.