

## Find the Owner(s) of a Distribution List

This article shows you how to find out who owns and maintains a distribution list.

Find the owner(s) using Outlook 2016 (PC only)

# 1. Open your address book, then search for and open the distribution list.



- 1. Select the Address Book in your Outlook.
- 2. Type the distribution list name, then click **Go** to search for the DL.
- 3. When the name populates in the window, double-click the DL name.

2. View the DL owner.

Interst Interst		_	
General Member Of E-mail Addresses			
Display name: DL-IT-test Alias name: DL-IT-test		Members Calucag, Nicole Chandswang, Dhusdee Elbettar, Bill	^
Owner: Anderson, Natasha <	,	Hamblin, DeLana Lin, Jay Luzzi, Joseph Ly, Kenara	
Notes:	^	<ul> <li>Peng, Willie</li> <li>Ramirez, Hector</li> </ul>	>
	~	Modify Members	
Add to Contacts Actions			
		OK Cancel	Apply

DL owner(s) will be listed on the **General** tab in the **Owner** section.

Close the DL window.

Find the owner(s) using Outlook on the web

These instructions can also be used if you are using a Mac computer.

#### 1. Log into Outlook on the web.

View the instructions on logging into Outlook on the Web.

2. Access the People icon...

from the email window

1. Click the people icon.



Click the people icon located in the bottom left corner on the page.



2. Select "Directory".



Changing the default selection from **Featured people** to **Directory** will allow you to search the entire campus directory of accounts, not just your personal list of accounts and contacts.

### from the menu bar



1. Click the grid square in the top left corner.



#### 2. Click "All Apps".



#### 3. Search for the people icon.



- Type *people* in the search window.
   Click the **People** icon.



# 4. This will open to Directory, allowing you to search all campus accounts.

III Office 365	Outlook			9
Search People	Q	⊕ New ∨	Manage Y	
<ul> <li>Featured people</li> <li>Frequently contacted</li> </ul>	î	Directo 10130 total	ory	
On your calendar			Full name	Email a
Favorites For follow-up		АР	2018 - ASI PC Refresh	2018
✓ Your contacts		A	A and R Appeals	ar_ap
✓ Directory		A	A and R Assistant	aanc

3. Search the Directory for the distribution list.

Office 365	Outlo	pok 1
dl-it-test	Q	🕀 New   🗸
Keyword		2
DL-IT-test DL-IT-test@Ful	llerton.edu	
🔎 Search Direc	tory	

- 1. Type the DL name in the search window.
- 2. Select the DL name when it populates in the pop-up window.

Click the magnifying glass or hit **Enter** on a PC, (**Return** on a Mac) to be directed to the **Search results** window, then click the DL name in the search results window.





#### 4. Click "Members".

Keyword
People DL IT test
DL-IT-test DL-IT-test@Fullerton.edu
DL-IT-test Distribution list
11 members
└── Send email
DL-IT-test@Fullerton.edu
Members (11)



5. View the owner(s) for the DL.



You will be able to view all of the owners listed in the DL.

#### 5.1. Click on an owner of the DL to display their contact information.



### **Need More Help?**

Contact the IT Help Desk at <u>helpdesk@fullerton.edu</u> or 657-278-7777 for additional assistance.