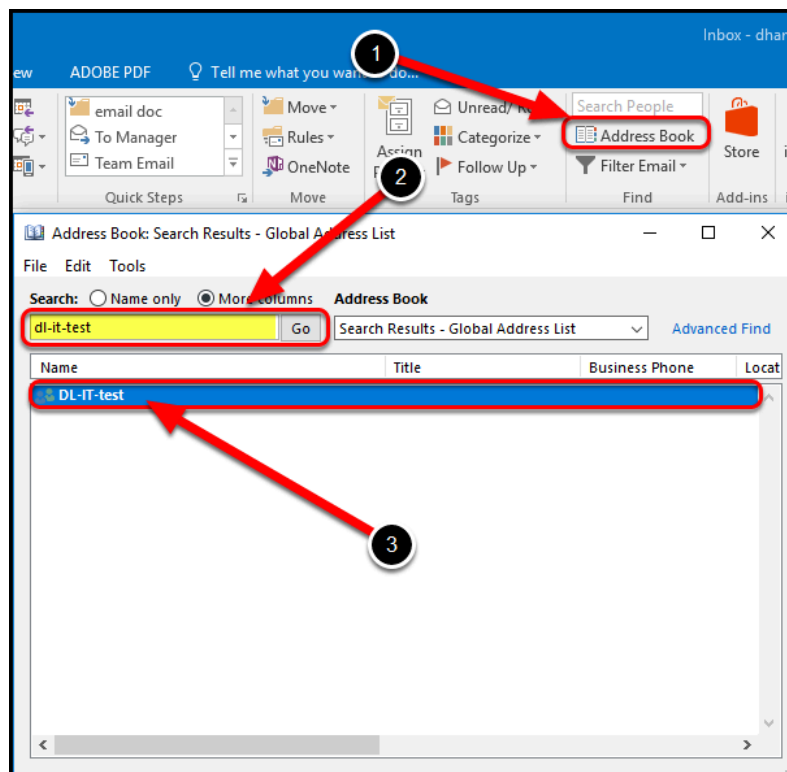


# Find the Owner(s) of a Distribution List

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

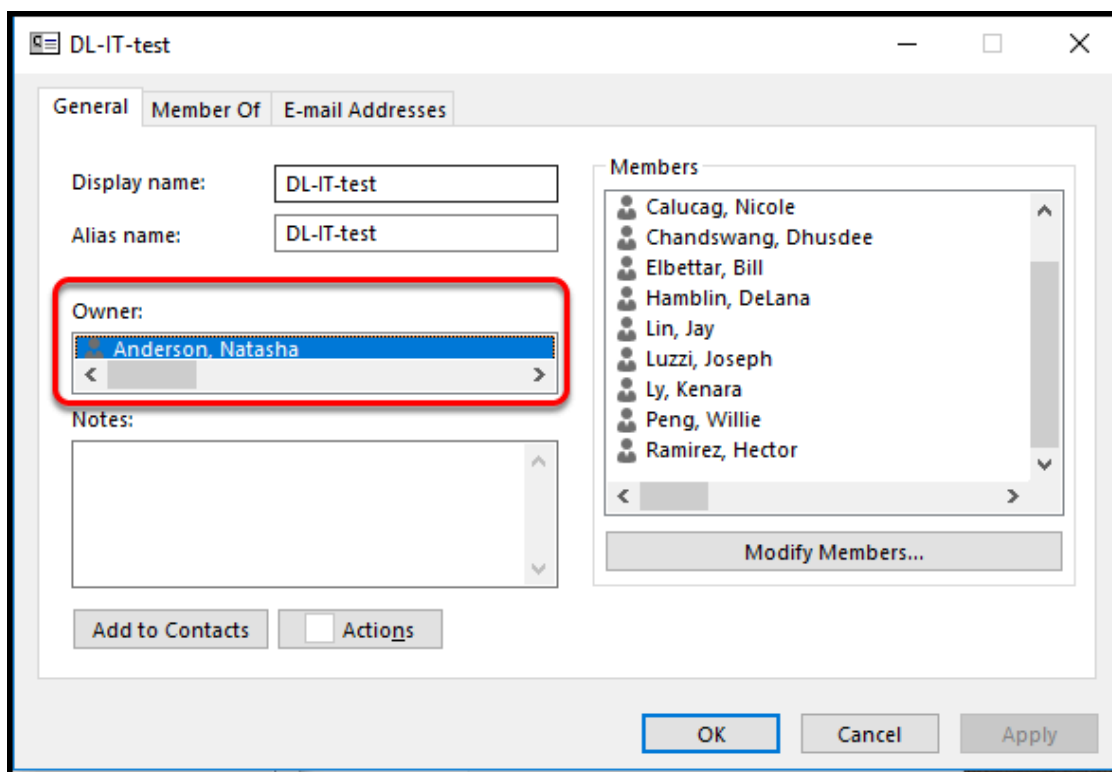
## Find the owner(s) using Outlook 2016 (PC only)

### 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.



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.*

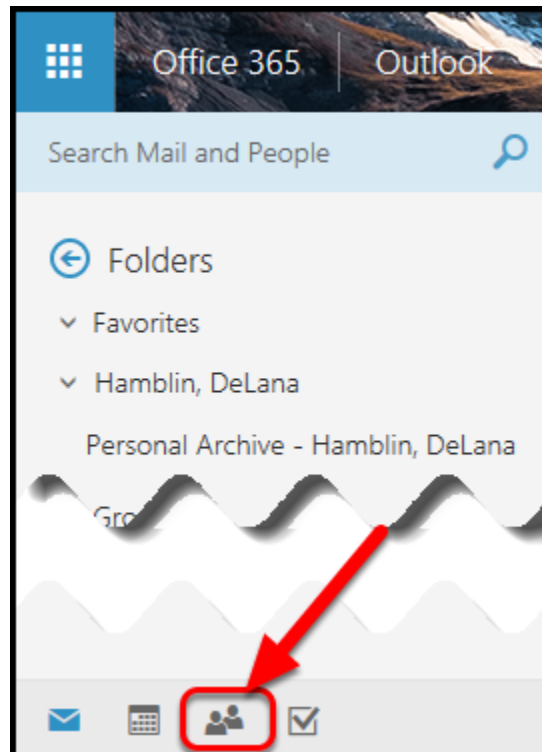
## 1. Log into Outlook on the web.

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

## 2. Access the People icon...

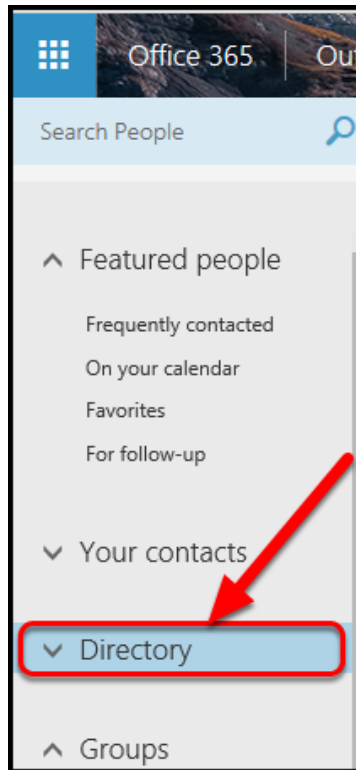
from the email window

### 1. Click the people icon.



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

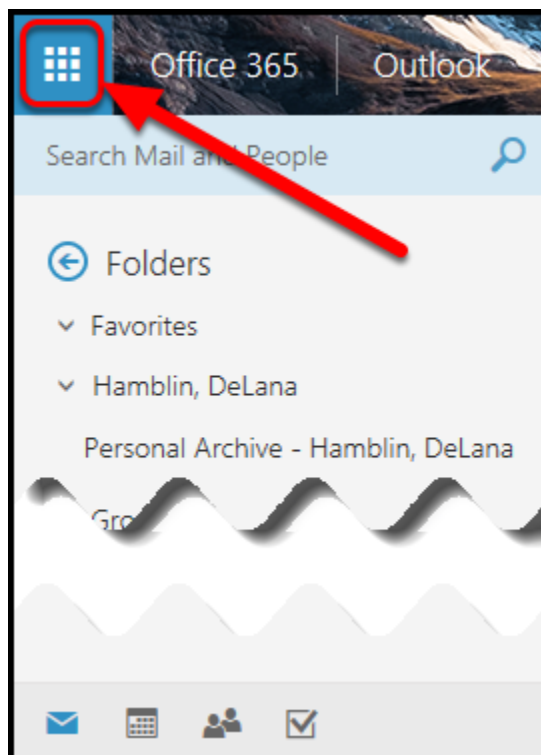
## 2. Select "Directory".



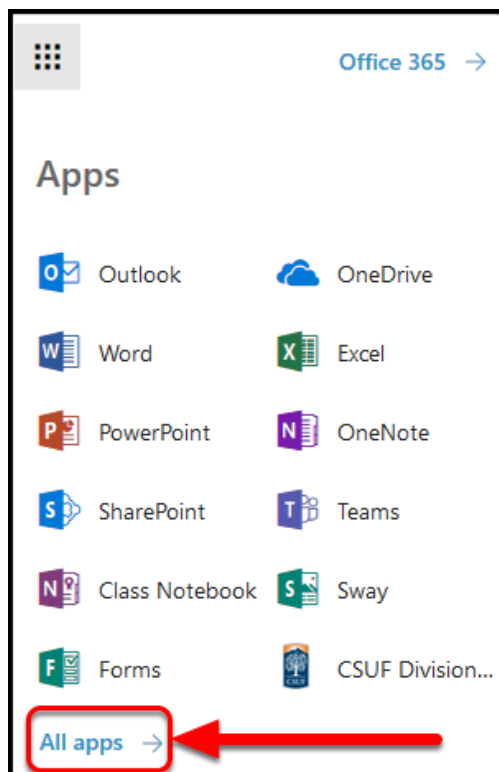
💡 Changing the default selection from **Featured people** to **Directory** will allow you to search the entire campus directory of accounts, not just your personal list of accounts and contacts.

from the menu bar

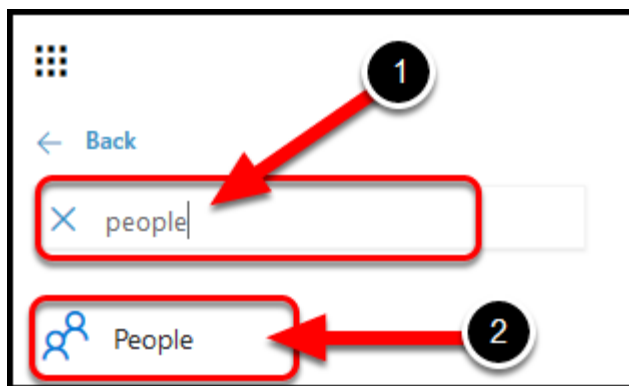
**1. Click the grid square in the top left corner.**



## 2. Click "All Apps".

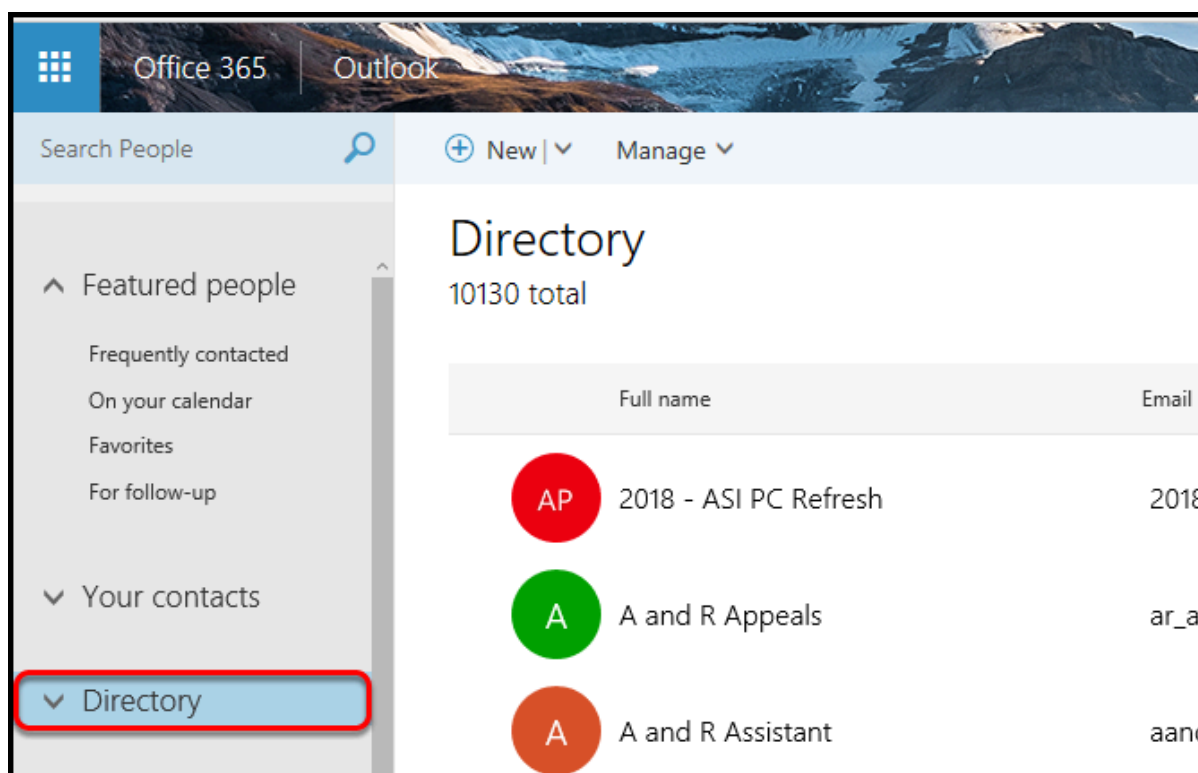


## 3. Search for the people icon.

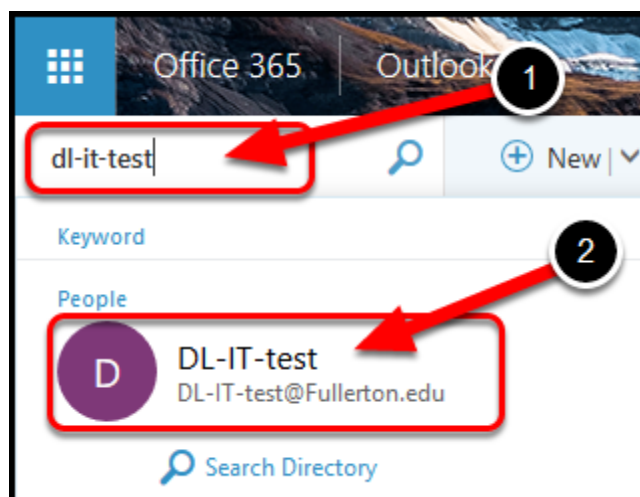


1. Type **people** in the search window.
2. Click the **People** icon.

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

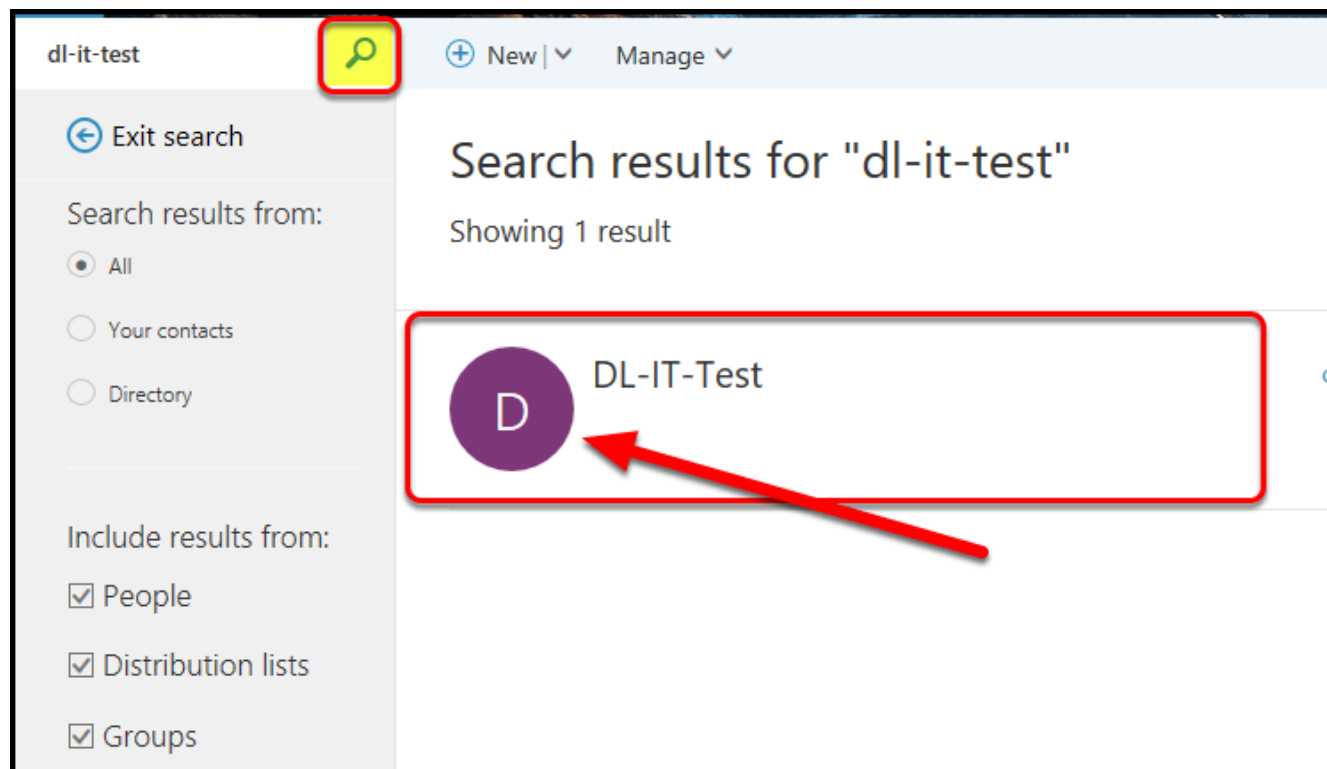


**3. Search the Directory for the distribution list.**



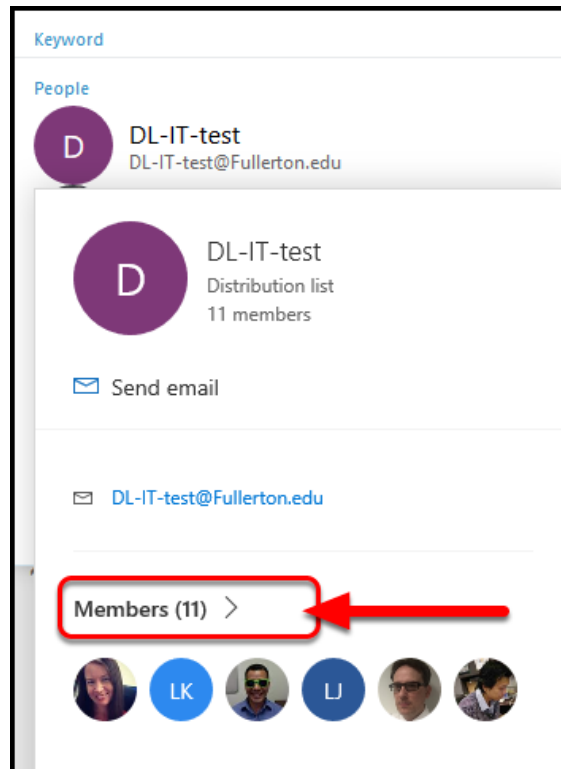
1. Type the DL name in the search window.
2. Select the DL name when it populates in the pop-up window.

- i** 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.

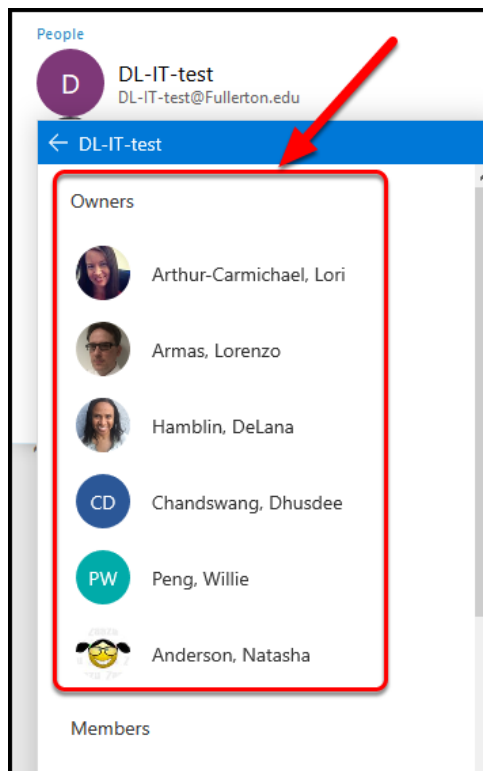




## 4. Click "Members".

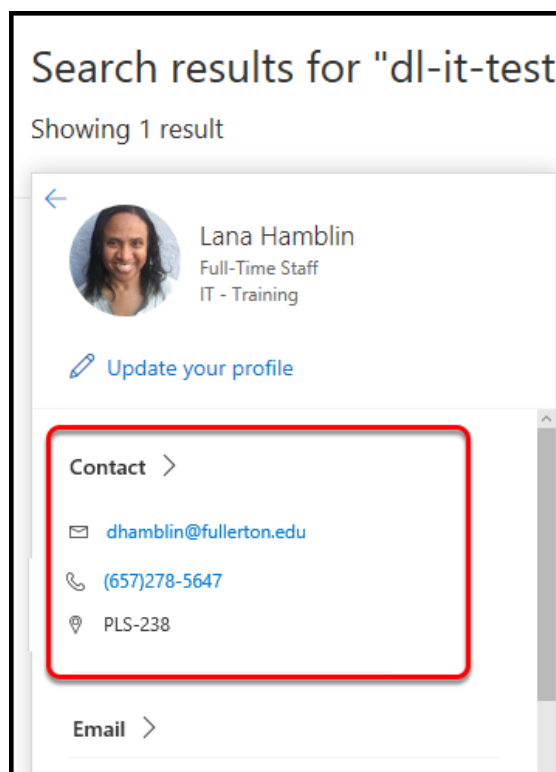


## 5. View the owner(s) for the DL.



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 [helpdesk@fullerton.edu](mailto:helpdesk@fullerton.edu) or 657-278-7777 for additional assistance.