

Managing Members of Your Distribution List

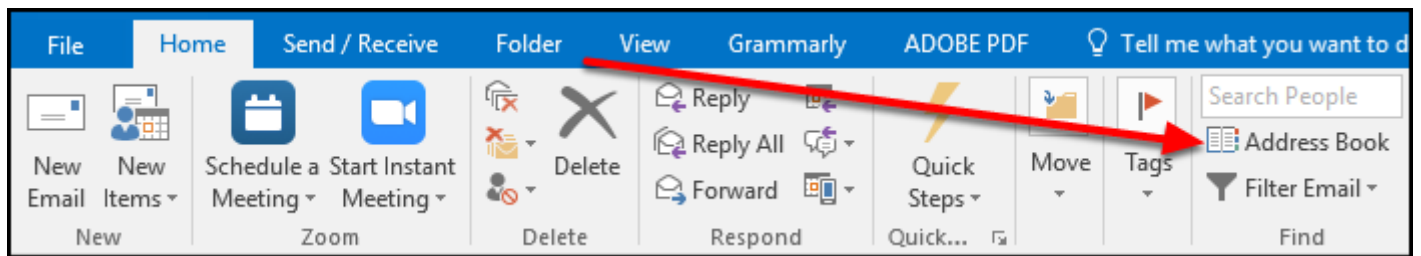
This article covers how users can manage the members of their distribution lists using Microsoft Outlook and Outlook on the Web.



These instructions are for distribution lists created in the campus Global Address Book. If you create contact groups in your own email account in Outlook, you can find [instructions on the Microsoft Support website](#).

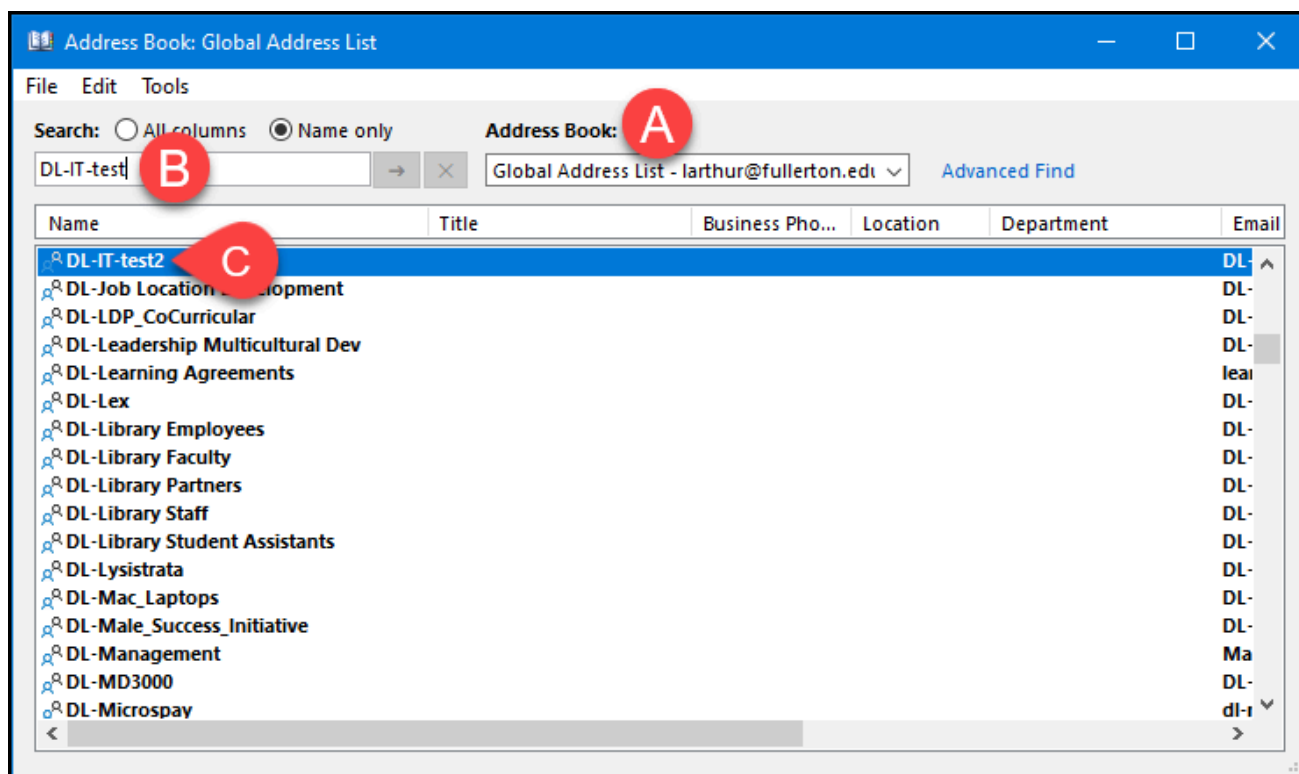
Modify your DL using Outlook (PC users only)

1. Open Microsoft Outlook and then open the Address Book.



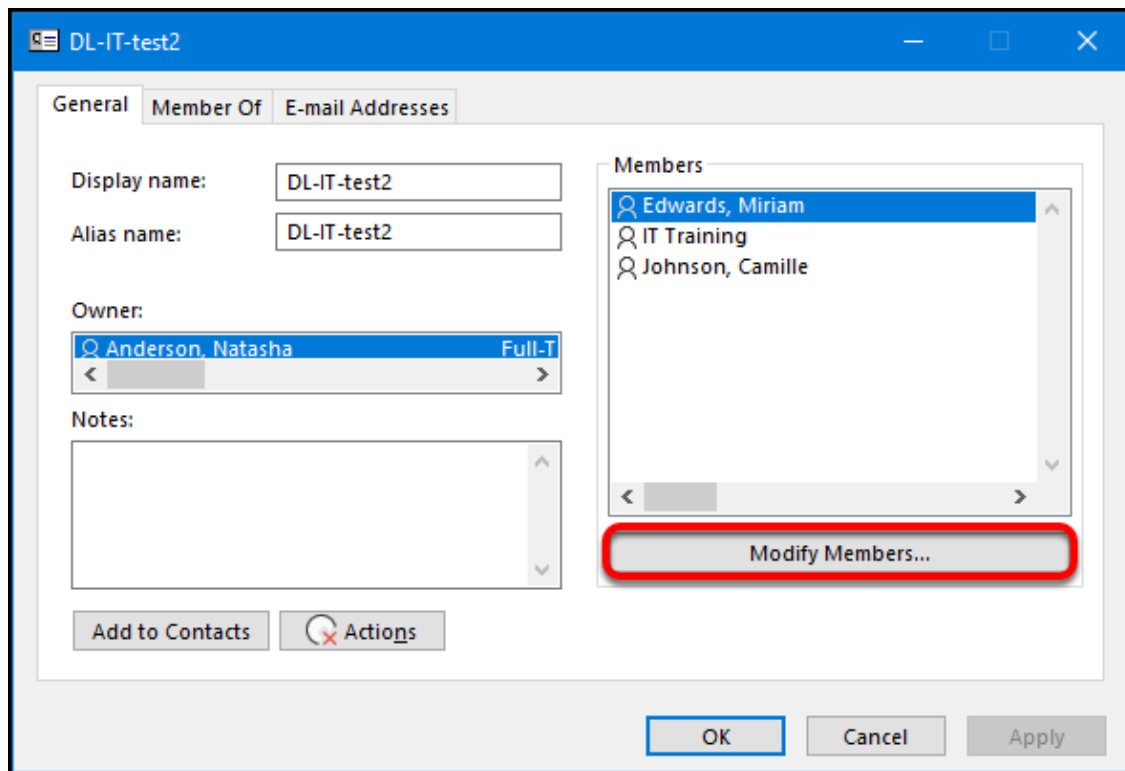
Open up Microsoft Outlook and click on the Address Book button to open it.

2. Locate the distribution list by typing the full or partial name of it. Then double click on the DL to open it.

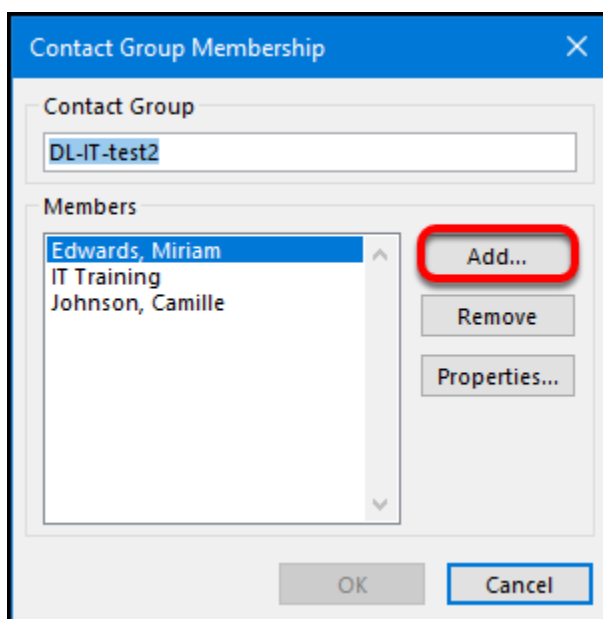


- A. Check that you are using the **Global Address List** as the Address Book instead of the Offline Global Address List.
- B. Type in the full or partial name of the distribution list you want to modify.
- C. Double click on the DL in the list to open it.

3. Click Modify Members.



4. To add a person to the DL, click Add.



4.1. Check that you are using the Global Address List address book. Type the name of the person you want to add. Then double click on the name to add it to the Add field. Repeat with any additional people you want to add. Then click OK.

Add Users

Search: ☐ All columns ☒ Name only

Address Book: **A** [Advanced Find](#)

B

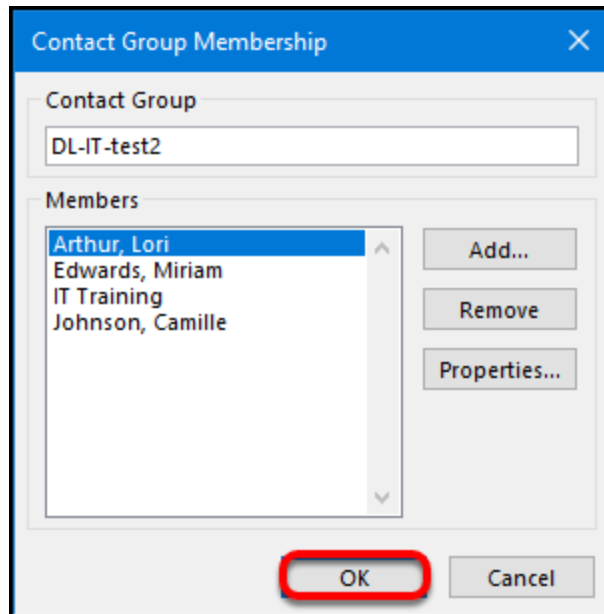
Name	Title	Business Pho...	Location	Department	Email
Arthur, Catherine	Staff Emeritus	(657)278-3838	GH-229	Testing Center	ca
Arthur, George	Full-Time Faculty	(657)278-7411	MH-078A	Mathematics	ga
Arthur, Lori C	Full-Time Staff	(657)278-5792	LH-731B	IT - Training	la
Artinger, Jessica	Teaching Associate	(657)278-3014		Mechanical Engineering	jar
Arts Events	Administrative Account	(657)278-7124	CP-00	College & Program Dev...	arl
Arts, Arts Marketing Office	Contractor	(657)278-8383	CPAC-101	Arts Marketing and Pat...	c-i
ArtsMarketing	Administrative Account	(657)278-8383	CPAC-101	Arts Marketing and Pat...	Ar
Arvizu, Victoria	Volunteer	(657)278-3057		Athletics Academic Serv...	viz
ASAMAdvising	Administrative Account	(657)278-2006	H-314	Asian American Studies	as
Asam-ipad	Administrative Account			College of Humanities ...	as
Asato, Brent	Full-Time Staff	(657)278-3219	LH-108	Office of the Registrar	ba
ASC Access	Administrative Account	(657)278-4130	ASC-134G	Auxiliary Services	as
ASC Accounts Payable	Administrative Account			Auxiliary Services	as
ASC P-Card	Administrative Account			Auxiliary Services	as
ASC PTR	Administrative Account			Auxiliary Services	as
ASC03ConfRm	Administrative Account			Auxiliary Services	as
ASC04ConfRm	Administrative Account			Auxiliary Services	as
ASC141ConfRm	Administrative Account			Auxiliary Services	as
ASC237ConfRm	Administrative Account			Auxiliary Services	as
ASES Assistant	Administrative Account	(657)278-3827	LH-212	Center for Internships ...	as

D **E**

It is not recommended to add more than about 10 people to a DL at one time.

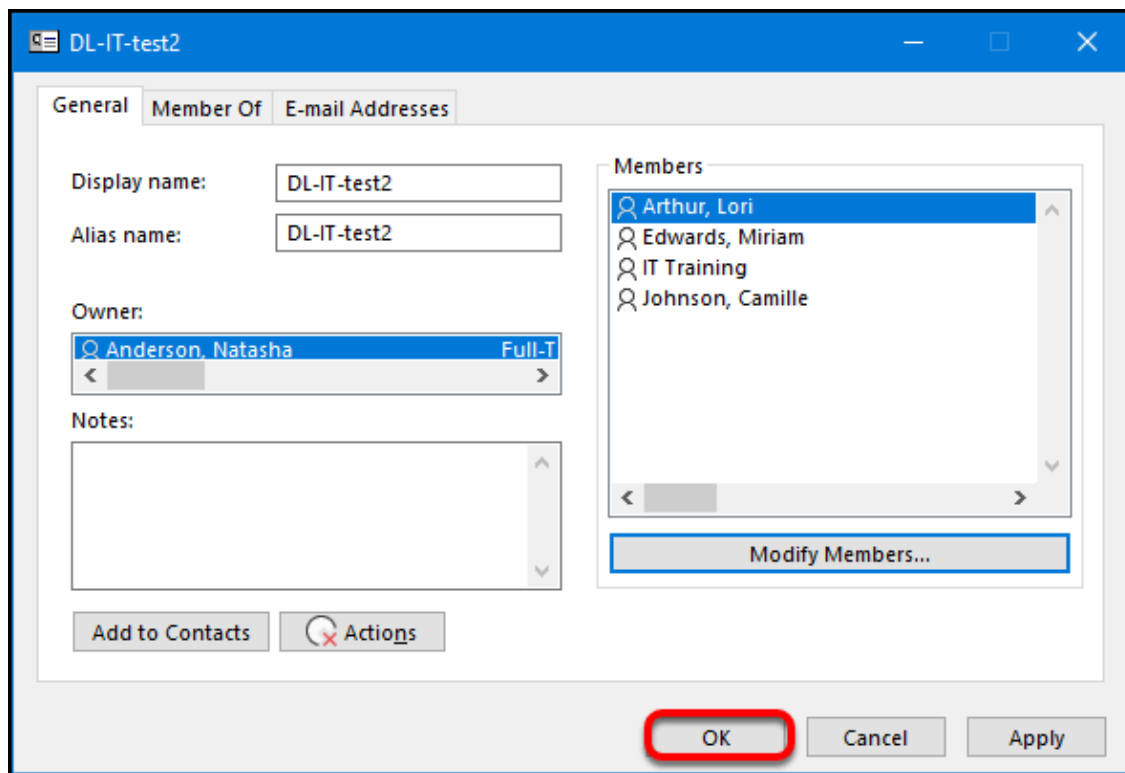
- Check that you are using the Global Address List address book to avoid issues finding someone who is a new employee.
- Type in the name of the person you want to add.
- Double click on the person's name in the list.
- The person's name will appear in the Add section at the bottom of the window.
- Once you have added all of the names that you wish to add to the DL, click **OK**.

4.2. Click OK.

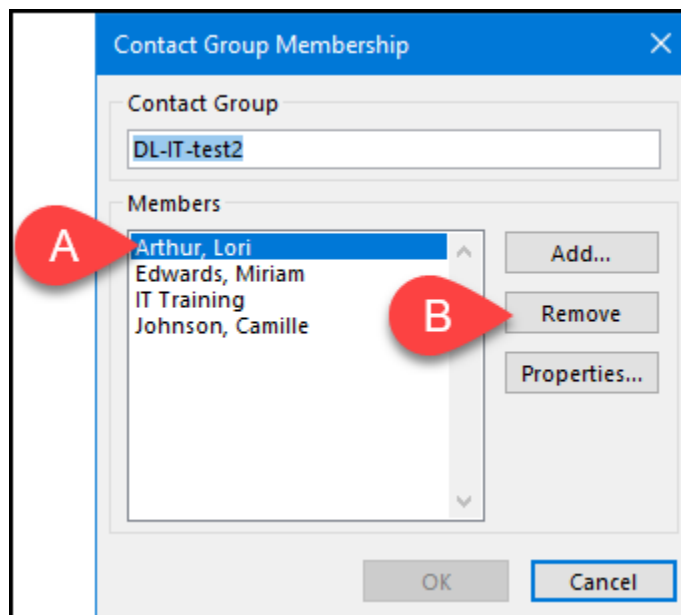


4.3. Click OK again to save your changes. You're done!

💡 Depending on your Outlook desktop app settings and internet connection, it may take a few seconds for this screen to be clickable.

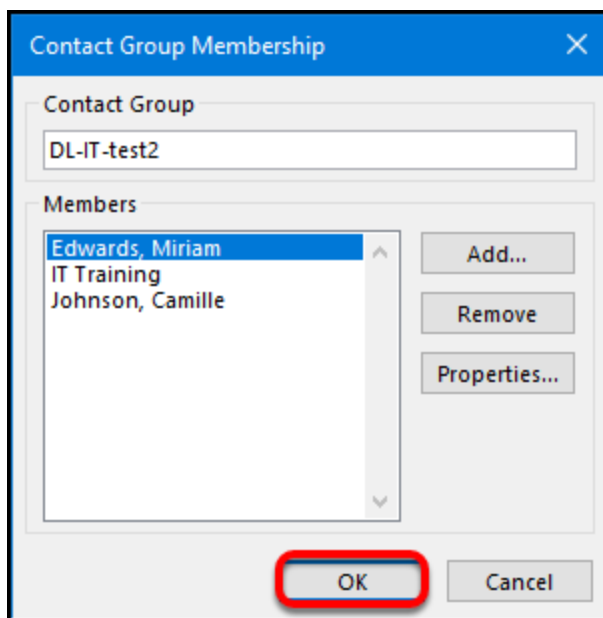


5. To remove a person from the DL, click on their name in the Members list and then click Remove.




- A. Click on the name of the person you want to remove from the DL.
- B. Then click **Remove**.

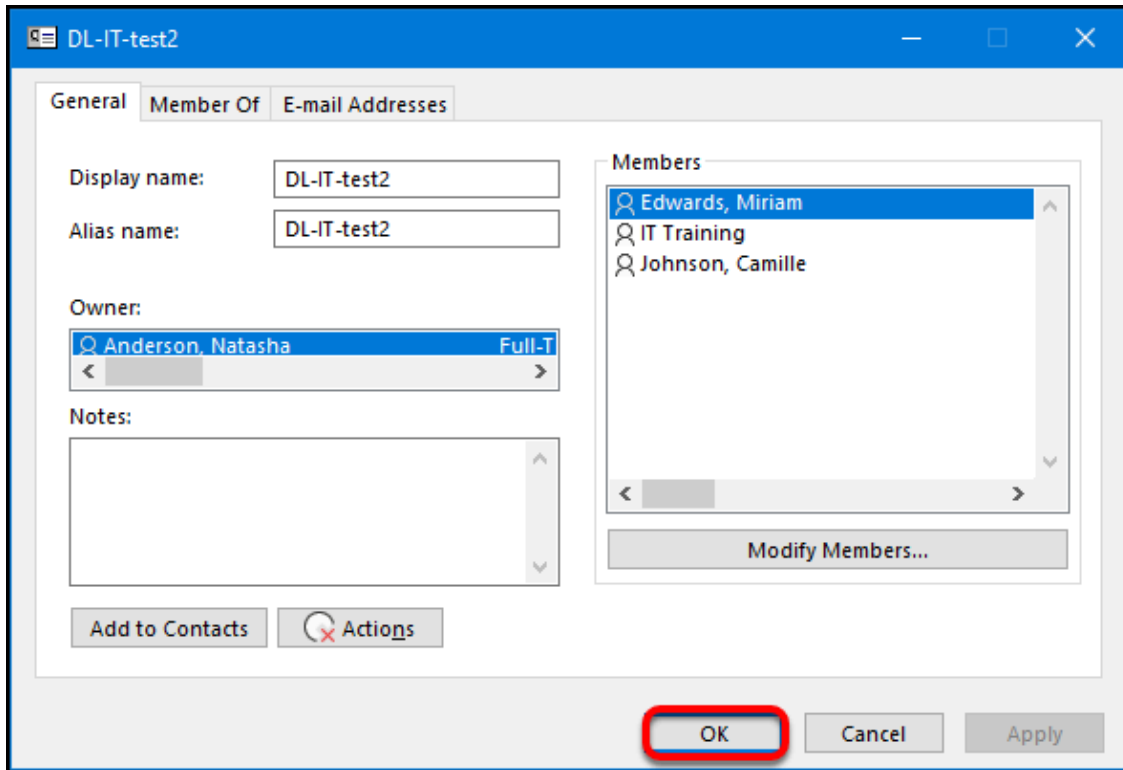
5.1. Then click OK.



Once you have finished removing the names you want taken off of the DL, click **OK**.

 It is not recommended that you remove more than 10 names from the DL at one time.

5.2. Click OK again to save your changes. You're done!



Modify your DL using Outlook on the Web (PC and Mac users)

1. Log in to Outlook on the Web.

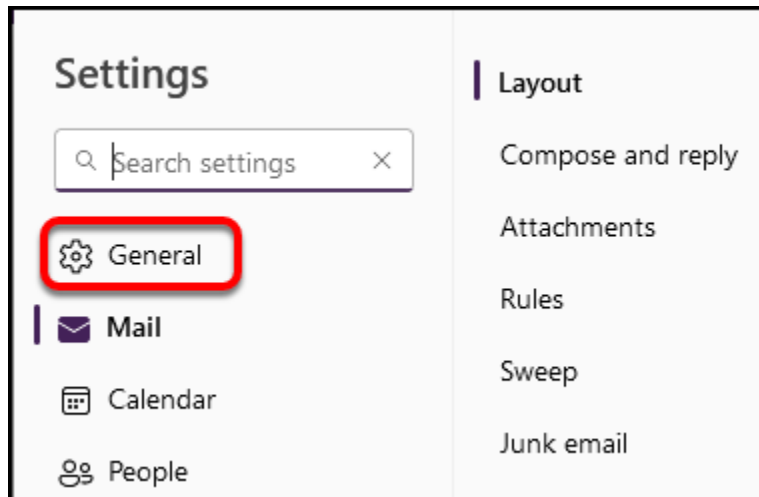
[View instructions on logging into Outlook on the Web.](#)

2. Click the Settings icon.

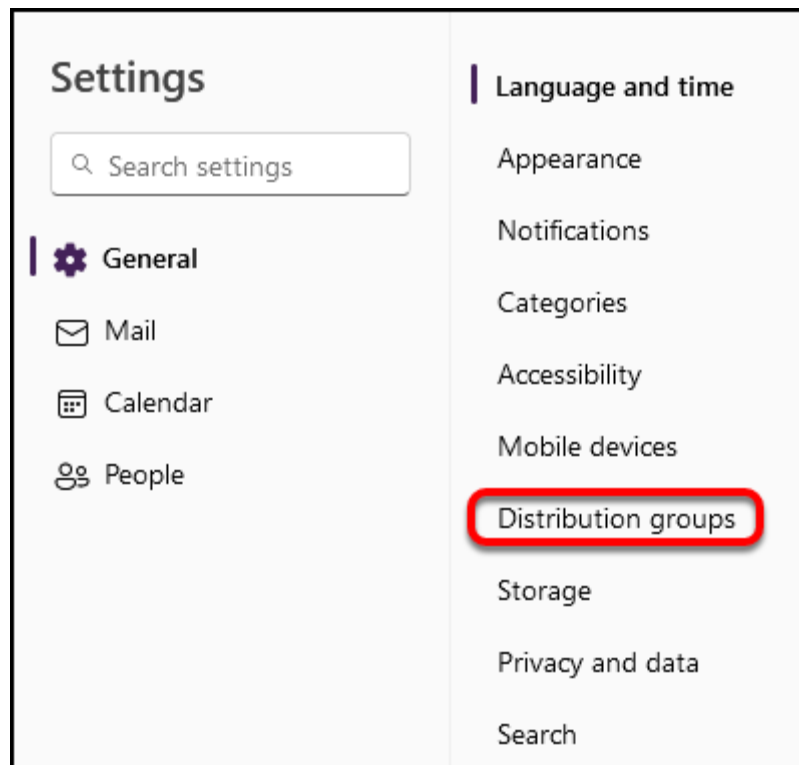


Click on the Settings icon at the top right of Outlook on the Web.

3. Click General.



4. Click Distribution groups.



5. Click the This Portal link.

Distribution groups

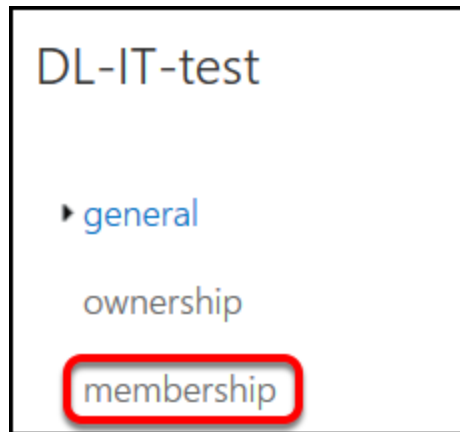
Instead of a distribution group, consider using a new Microsoft 365 Group to collaborate by sharing conversations, documents, and a calendar. [Learn more](#) or [create a Microsoft 365 Group](#).

To manage distribution groups, visit [this portal](#).

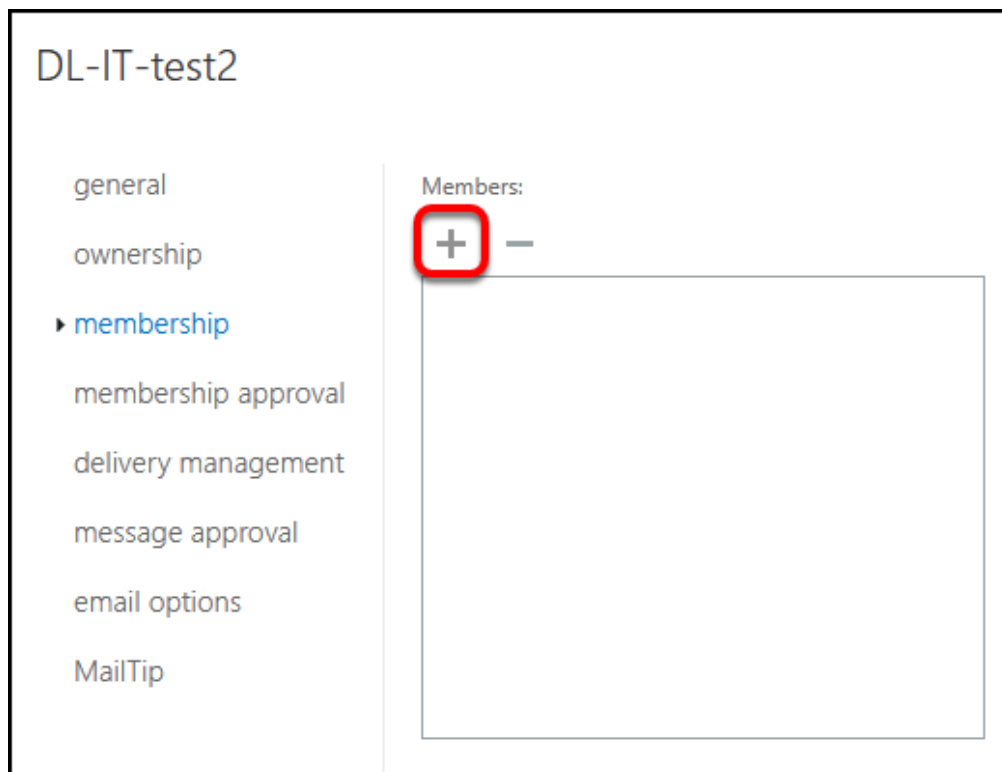
6. Locate the DL you want to modify under Distribution groups I own and double click on it to open it.

Distribution groups I own	
<div> <div></div> <div></div> <div></div> </div> <div>Type the name of the list you're looking for</div>	
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

7. Click membership.



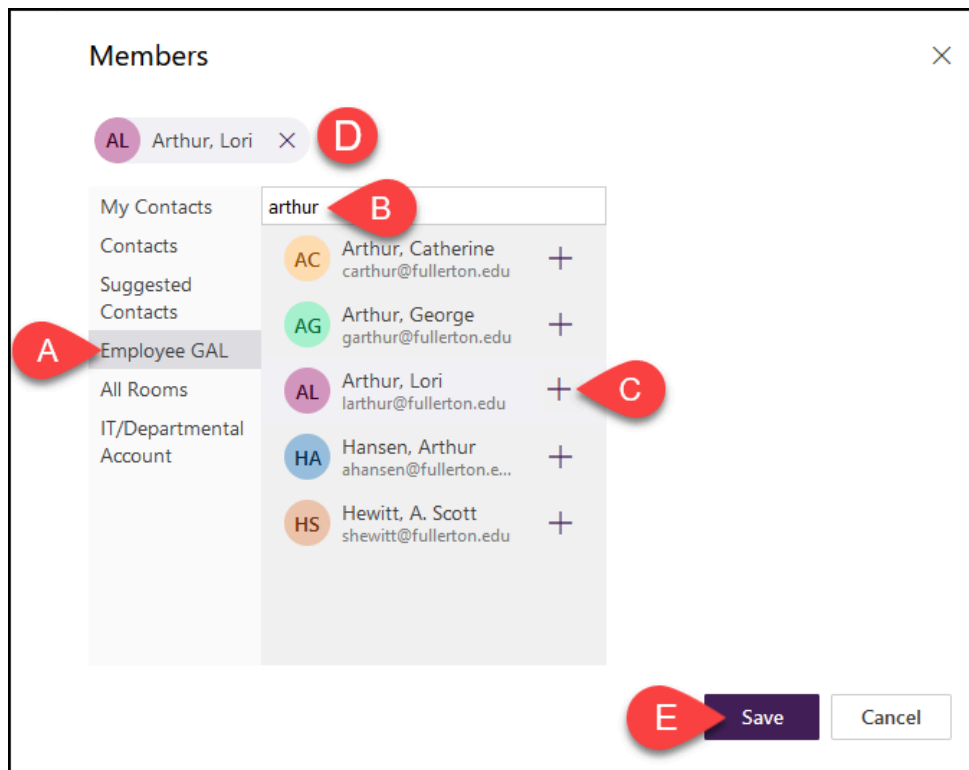
8. To add a user to the distribution list, click the plus icon.



8.1. 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 Members field. Repeat with any

additional people you want to add. Then click Save.

💡 You can also add people from another address book such as My Contacts, but you will find all campus faculty and staff in the Employee GAL so it's often best to add people from there.



- 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 Members section at the top of the window.
- E. Once you have added all of the names that you wish to add to the DL, click **Save**.

8.2. Click Save to save your changes. You're done adding members!

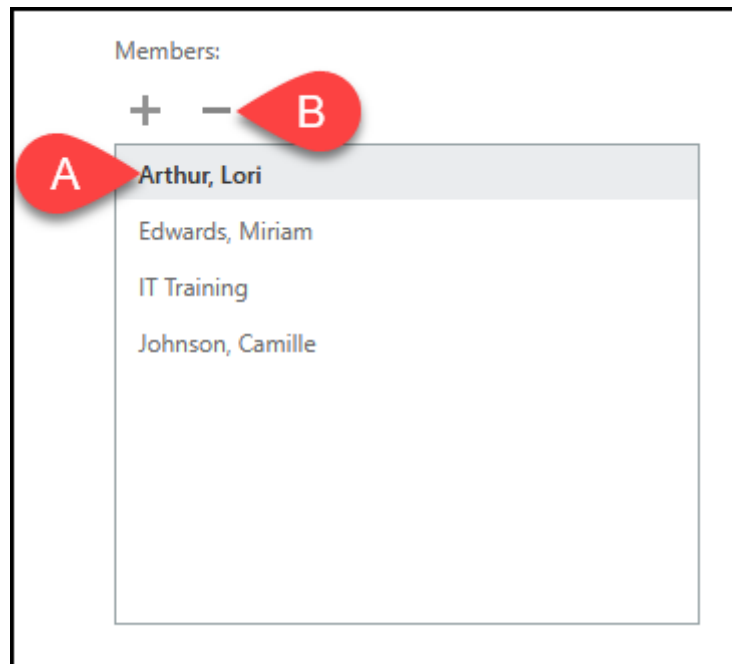
Members:

+ -

Arthur, Lori

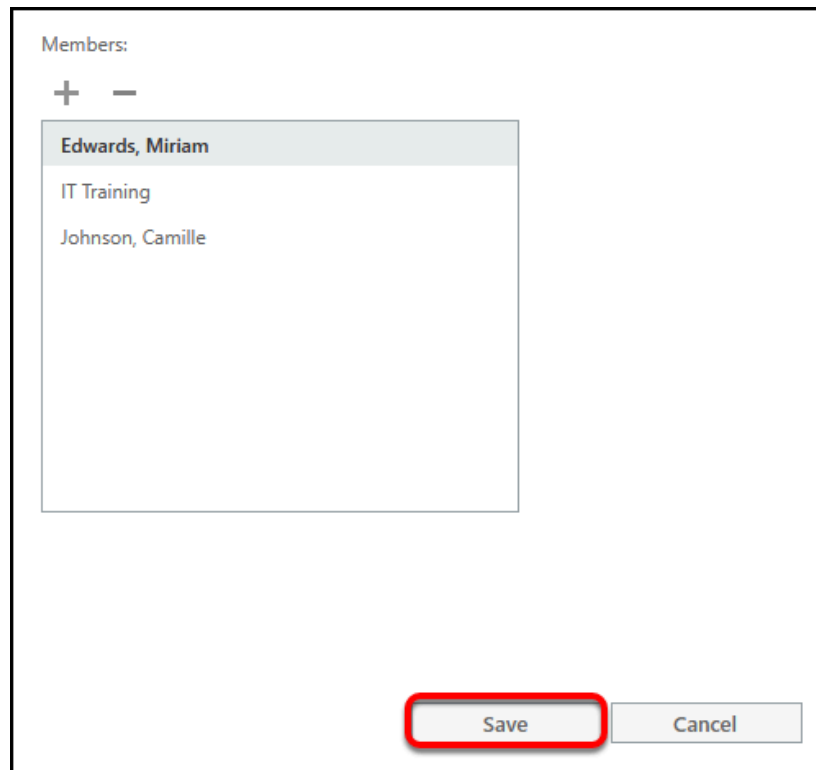
Save Cancel

9. To remove a user from the 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 from the DL.
- B. Then click the minus icon.

9.1. Click Save to save your changes. You're done removing members!



The screenshot shows a 'Members' dialog box. At the top, it says 'Members:' followed by a '+' and '-' icon. Below this is a list of members: 'Edwards, Miriam' (highlighted), 'IT Training', and 'Johnson, Camille'. At the bottom right, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a red rectangular border.

Need More Help?

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