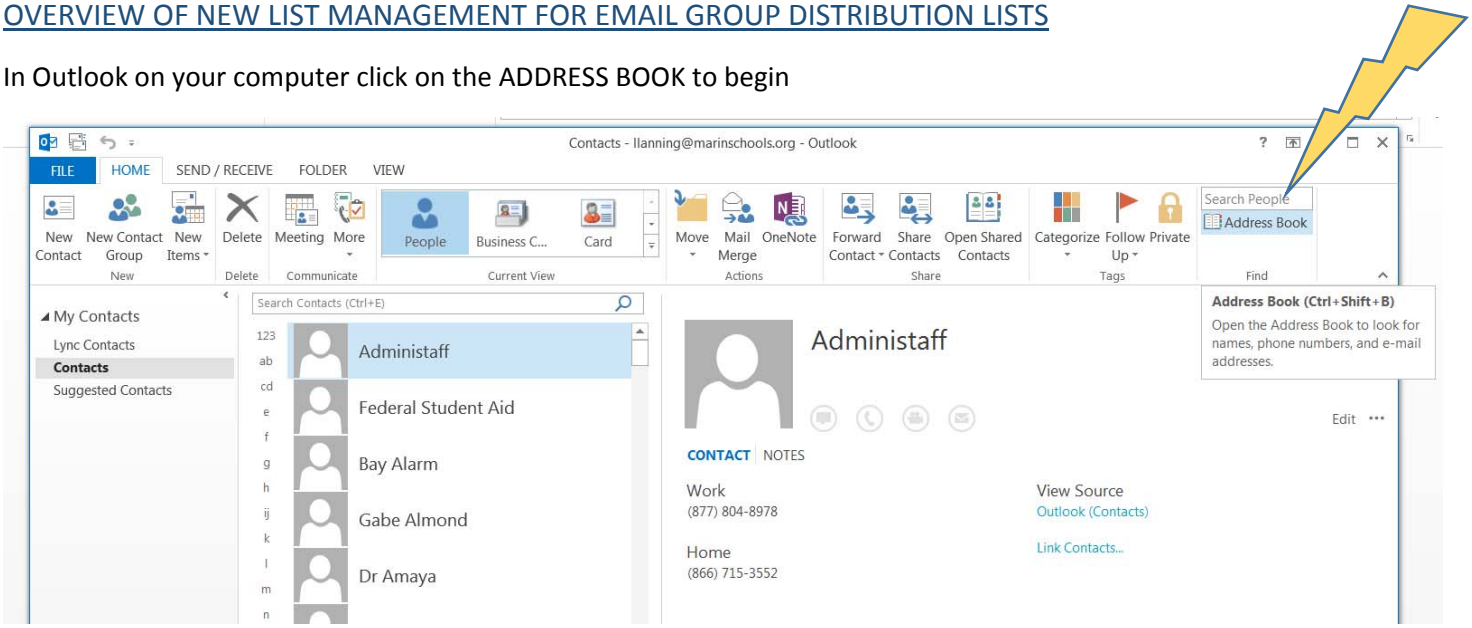
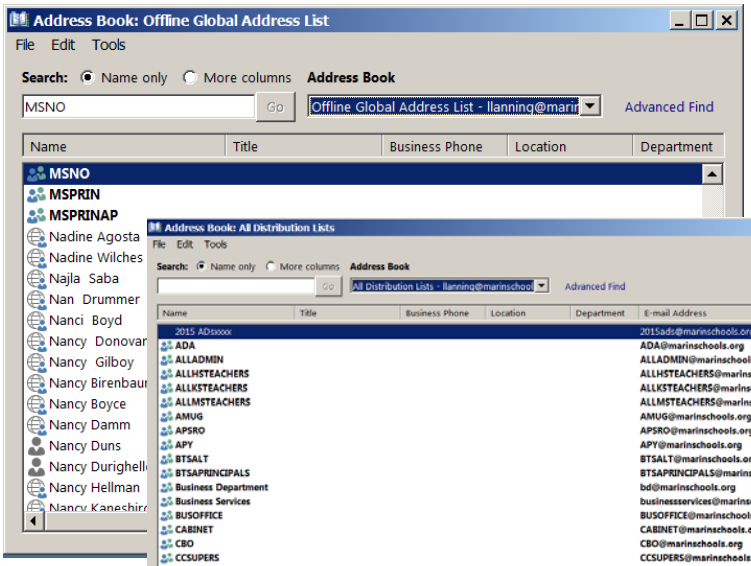
OVERVIEW OF NEW LIST MANAGEMENT FOR EMAIL GROUP DISTRIBUTION LISTS

In Outlook on your computer click on the ADDRESS BOOK to begin



Note – the Offline Global Address list is selected as the **Address book** "Default"–



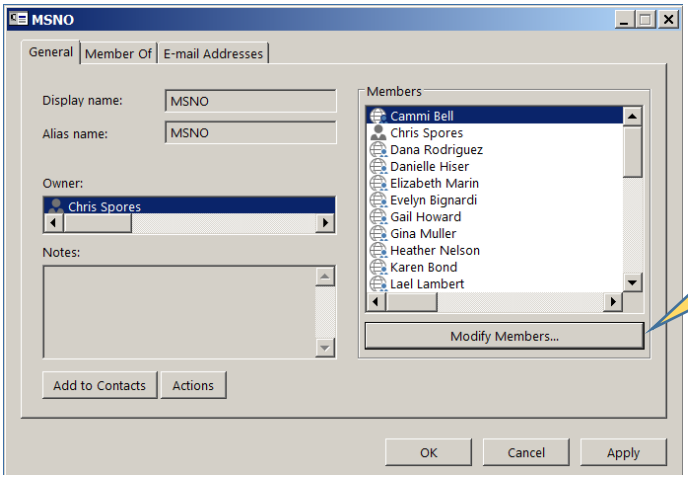
You can change this drop down to see only the lists using the



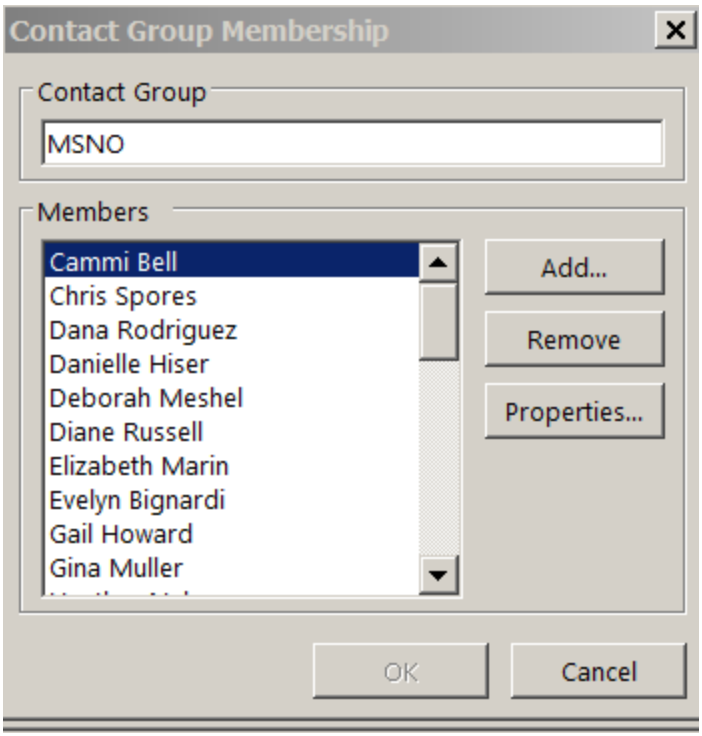
Using the SEARCH by name you can quickly get to your list

Double click on the List name to open the Membership menu

Your list members show in a scroll window and permit you to have a glance at members easily.



To begin managing members you Click on MODIFY MEMBERS button



Here you can

Add…

Remove

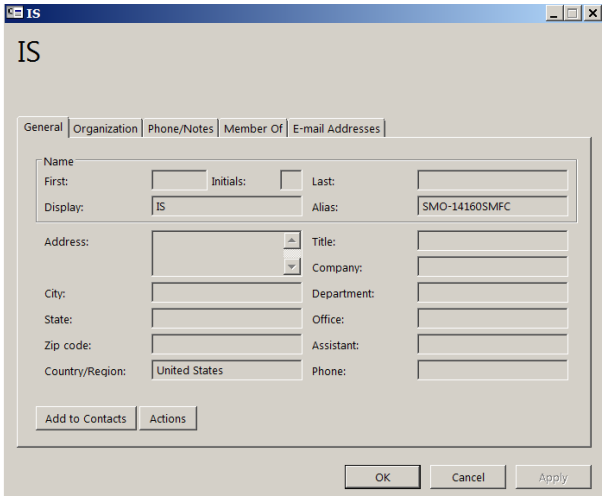
Or check the

Properties…

of the contacts in your list.

NOTE:

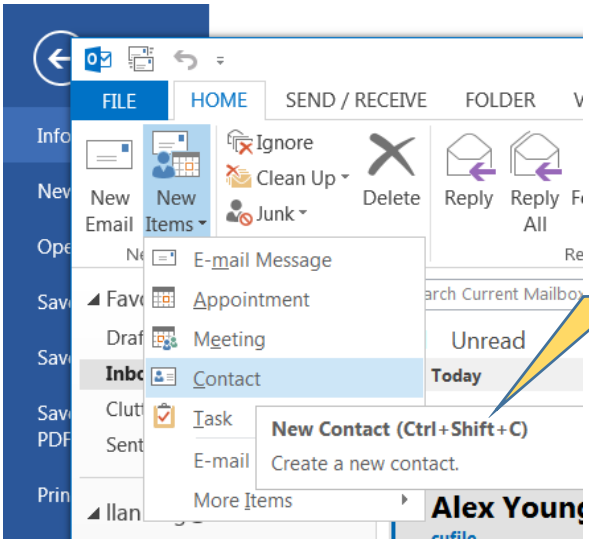
- IF there is an existing contact in your list that needs CHANGES to it, please contact IS with that update information. For the time being only Information Technology Staff (IT or IS staff) can manage changes to contacts in the list.



IF you receive this screen when accessing the list please email support@marinschools.org with the list name and we can then move to set management permissions on the list for you if available.

ADDING AND REMOVING CONTACTS TO YOUR DISTRIBUTION GROUP (aka List)

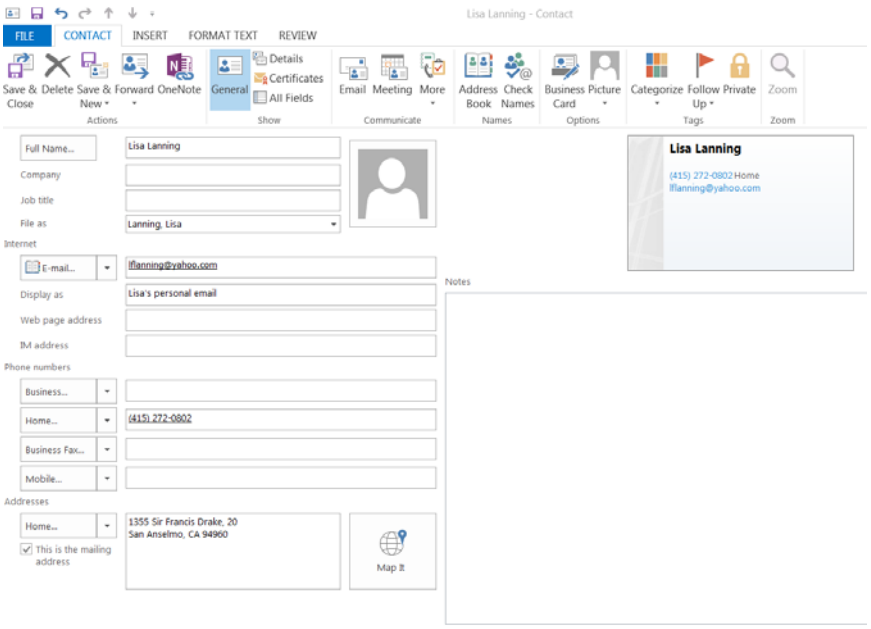
To ADD a contact to your list you must either have that contact in your Contacts or you can create one.



Adding contacts is fairly straightforward

Simply use the New Items or in the “People” menu the New Contact option to open the new contact window.

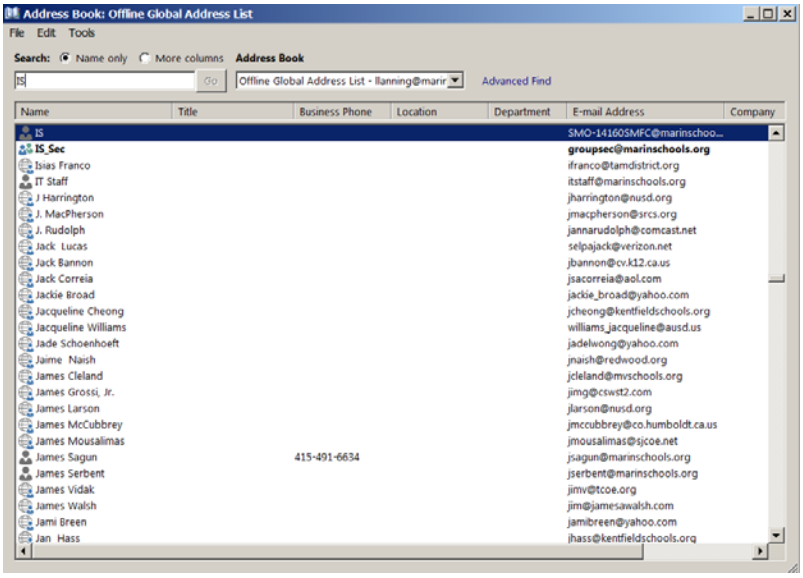
Add the relevant contact information and Save and Close this window.



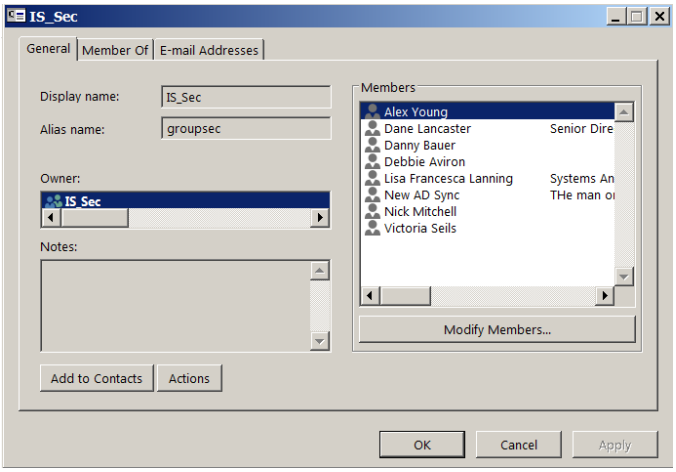
Return to your **Address Book** and search for the list you want to modify

Remember your default under your Address Book should be OFFLINE GLOBAL ADDRESS LIST

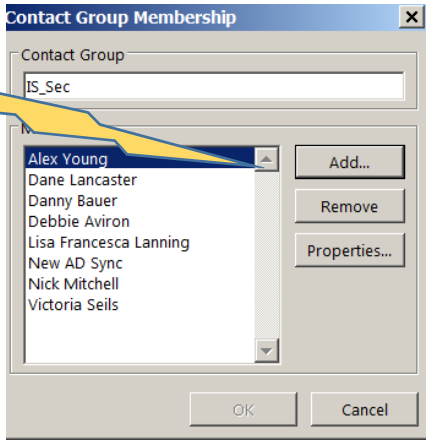
Double click on the list name to open it.



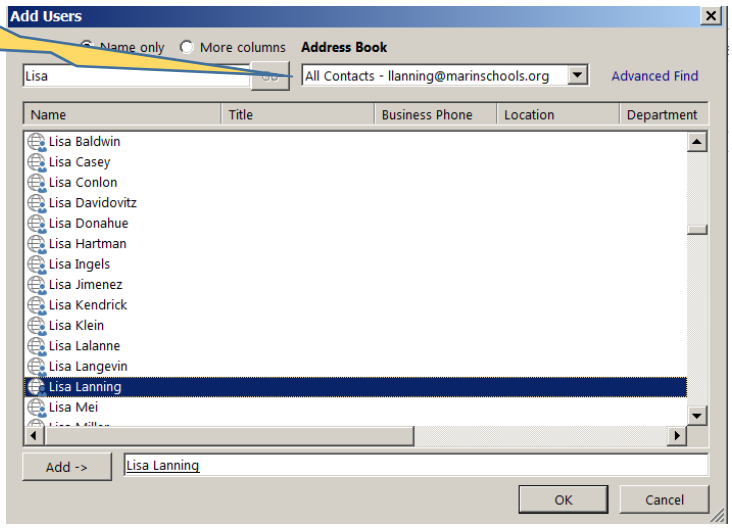
Click on Modify Members… button to open up the member list



Click on the Add… button in the Contact Group Membership window.



Change your Address Book option to All Contacts to permit you to see the OUTSIDE CONTACTS Click on the OK Button on all three contact windows to set the new user on the list.



Either double clicking on the Contact Name OR highlighting the user and then using the

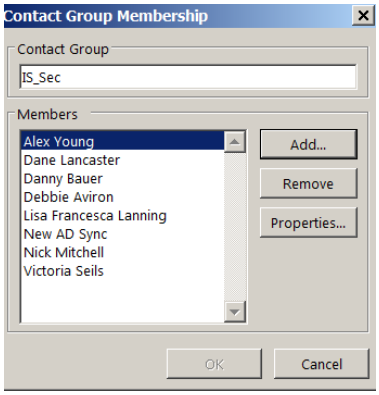
Add ->

Promotes the name in the Add box.

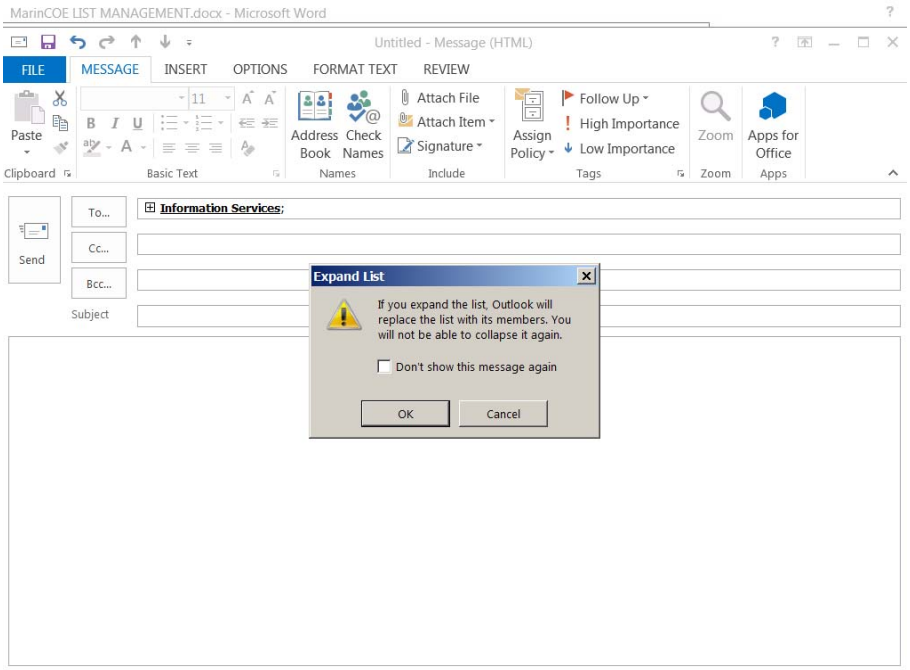
Click the OK button on ALL WINDOWS to save the change to the list.

- *Just a note – Sometime a new contact on your COMPUTER OUTLOOKS application takes a few minutes to be seen in the Contact directory on 365 – you might have to allow OFFICE 365 time to Synchronize*.

To Remove a Contact from the list simply HIGHLIGHT the Member's name and click on the Remove button. This will REMOVE them from the Membership list but WILL NOT REMOVE THEM FROM THE ALL CONTACTS LIST –

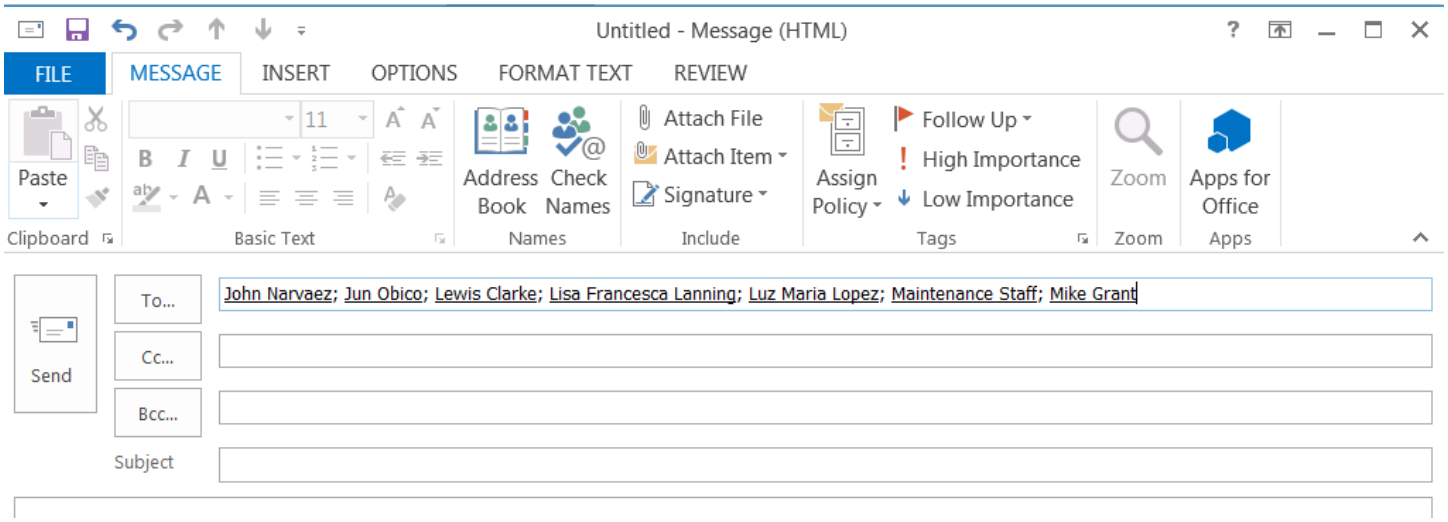


USING OUTLOOK TO MAIL TO A DISTRIBUTION GROUP (aka LIST)



An additional 'NEW' feature for list management in Office 365 permits you to use the email address "field" to see and mail to all addresses.

Using the + 'plus' sign to the left of the Group List name you can choose to EXPAND the list.



Some key points to make in using this feature:

1) Microsoft WARNING for the Expand List option is that once the names are shown they cannot be rolled back to the list name.
2) When the addresses are listed all recipients of the email will see the members of the list – not the list name
3) You can use the new Distribution Group "List" in the Cc… or Bcc… email fields just like any other email address.