MARINSCHOOLS.ORG OFFICE 365 DISTRIBUTION LIST MANAGEMENT
&
OUR SHARED GLOBAL CONTACT LIST

Specific users in our organization, those who were established as "owners" of Distribution Lists, can now
ADD
REMOVE
MODIFY
the 'external' contact in the list

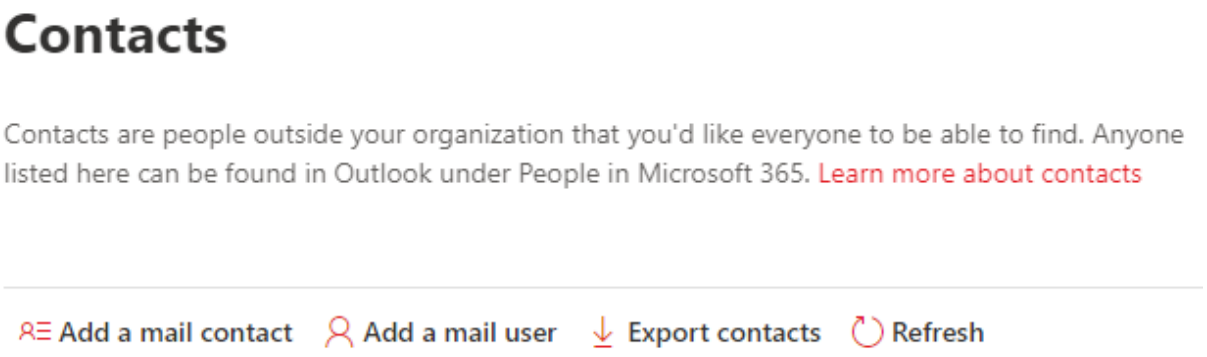
OF NOTE:
We have INCREASED YOUR SECURITY for our marinschools.org Office 365 service which should be respected, as changes you make, limited to our GLOBAL ADDRESS LIST (referred to as GAL) will affect everyone. Contacts are often tied to numerous lists, not just the one you intend to update.

PLEASE RESTRICT YOURSELF TO THE PROCESS OUTLINED BELOW as you process your work assignment.

TO ADD A NEW CONTACT:

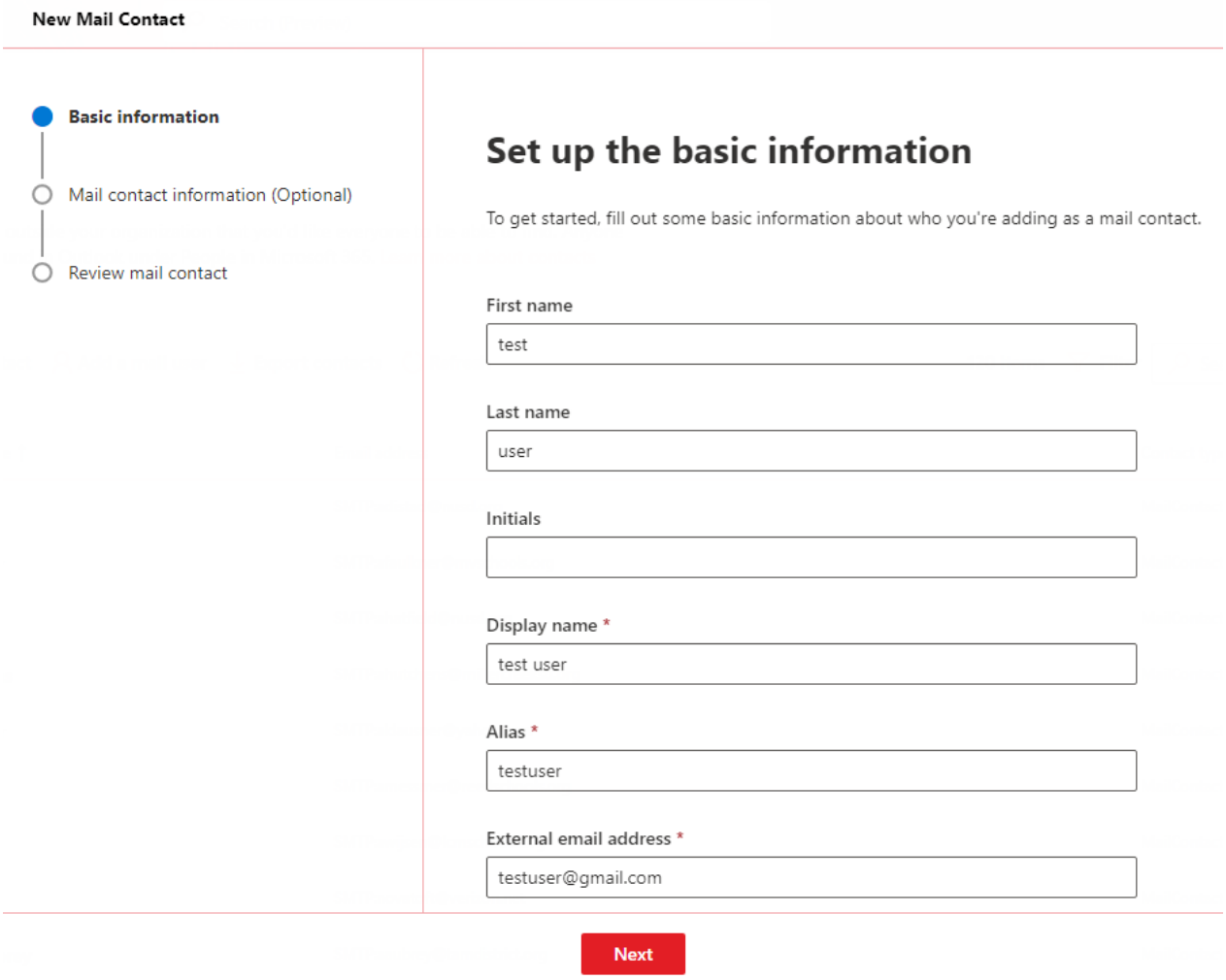
1. **On a web browser, login to https://admin.exchange.microsoft.com/#/contacts by using your full email address and your current Office 365 password.**

2. **Under the 'Recipients' list, select 'Contacts'. To Create a NEW Contact, select 'Add a mail contact'.**



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3. **Fill in the basic Contact information (i.e. First Name, Last Name, Alias, External E-mail Address). The Alias can just be a name variation – both first/last name with no spaces.**



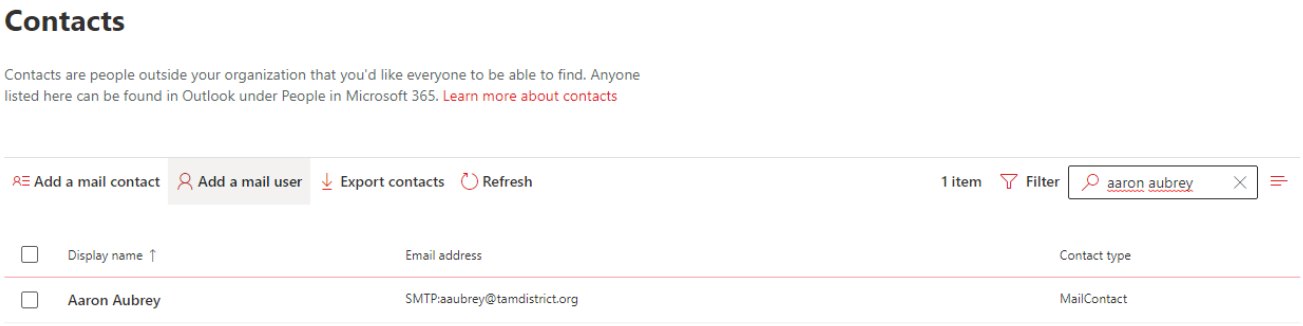
4. **Click Next. The Mail Contact Information is OPTIONAL but this is where you can enter phone, fax and street address for the new contact. Click Next if you don't have information to add.**

5. **Review the information of the new Mail Contact on the next window. If all looks correct, click on the "Create" button.**

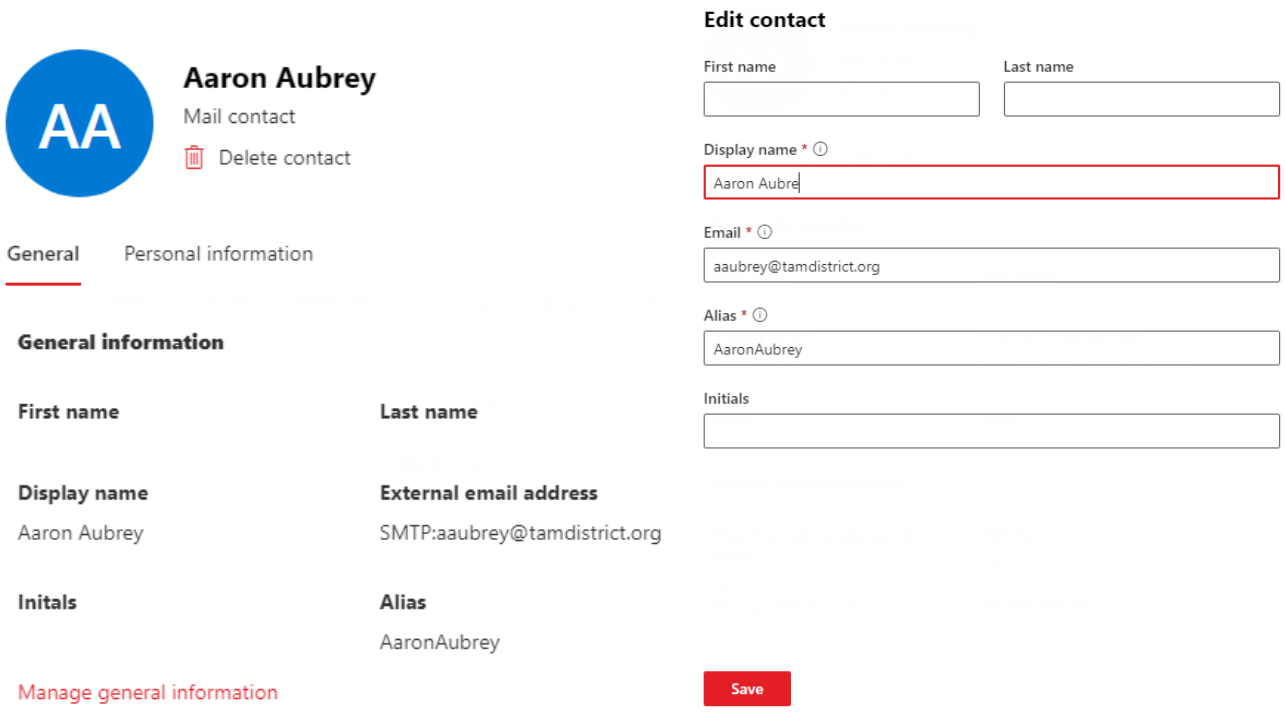
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TO MODIFY AN EXISTING CONTACT:

1. **Locate the contact from the Global Address List (GAL) by going to 'Contacts' then type in the name of the Contact in the search box and press Enter.**



2. **Click on the Contact to open it. To modify the fields (Email, Name, Business or Title information) click the "Manage General Information" link, make the changes and then click Save.**

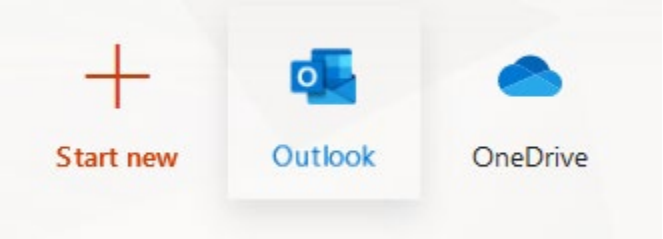


Remember, if the Contact is already a member of an existing list and you MODIFIED the Contact information, you DON'T NEED TO ADD IT BACK TO THE LIST, the modification will be reflected in the list.

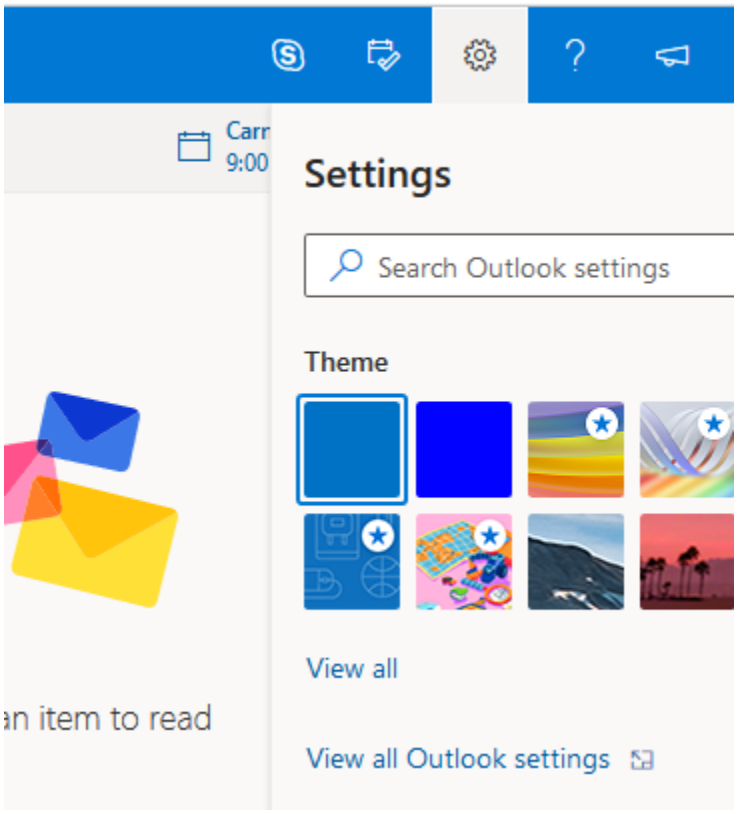
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TO EDIT DISTRIBUTION LIST MEMBERS:

1. **Login to Office 365 and launch Web Outlook to edit your Distribution List/Listserve.**

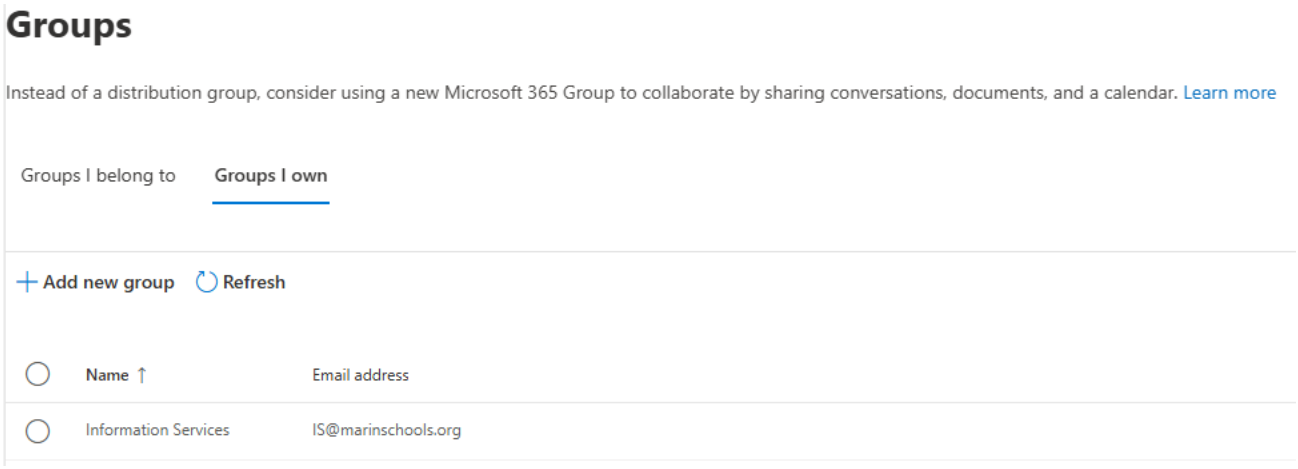


2. **With Outlook open, locate the GEAR (Settings) on the right-hand side of the center navigation bar then click on *View All Outlook Settings* (bottom of the list).**

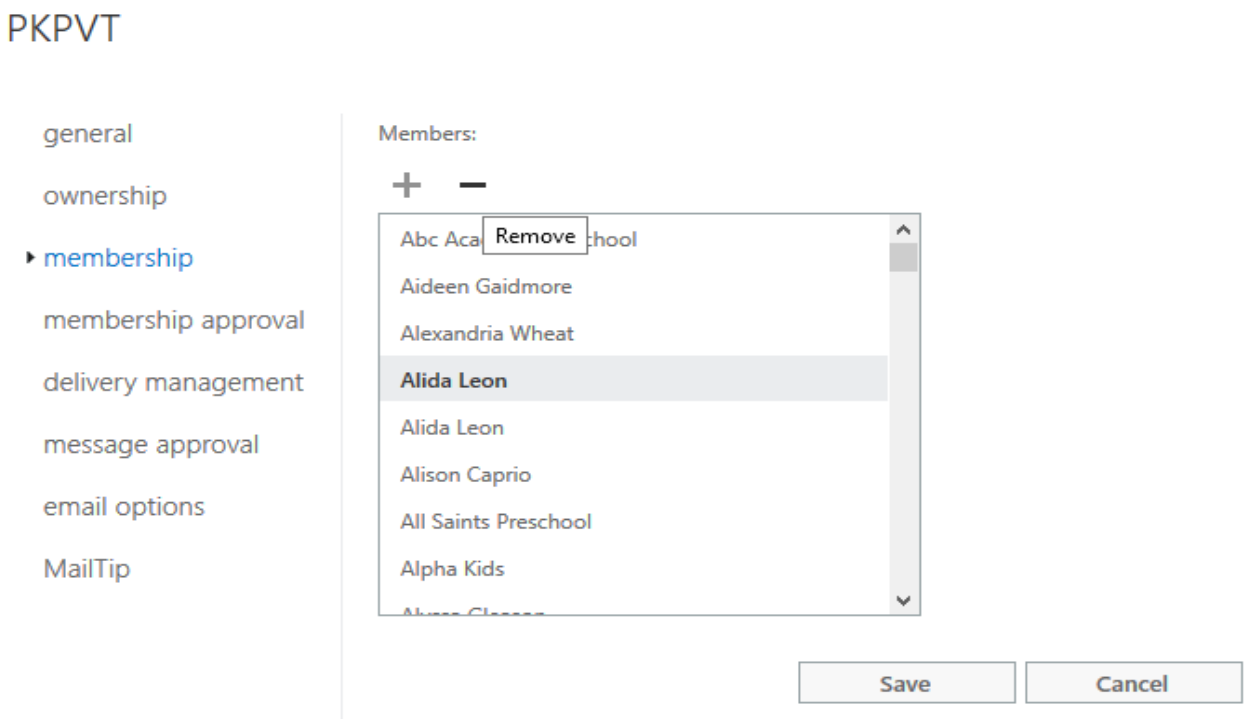


3. **Click on the GENERAL tab, then DISTRIBUTION LIST, click on the Exchange Portal link (this portal) then select "Groups I own" and modify the list needed.**

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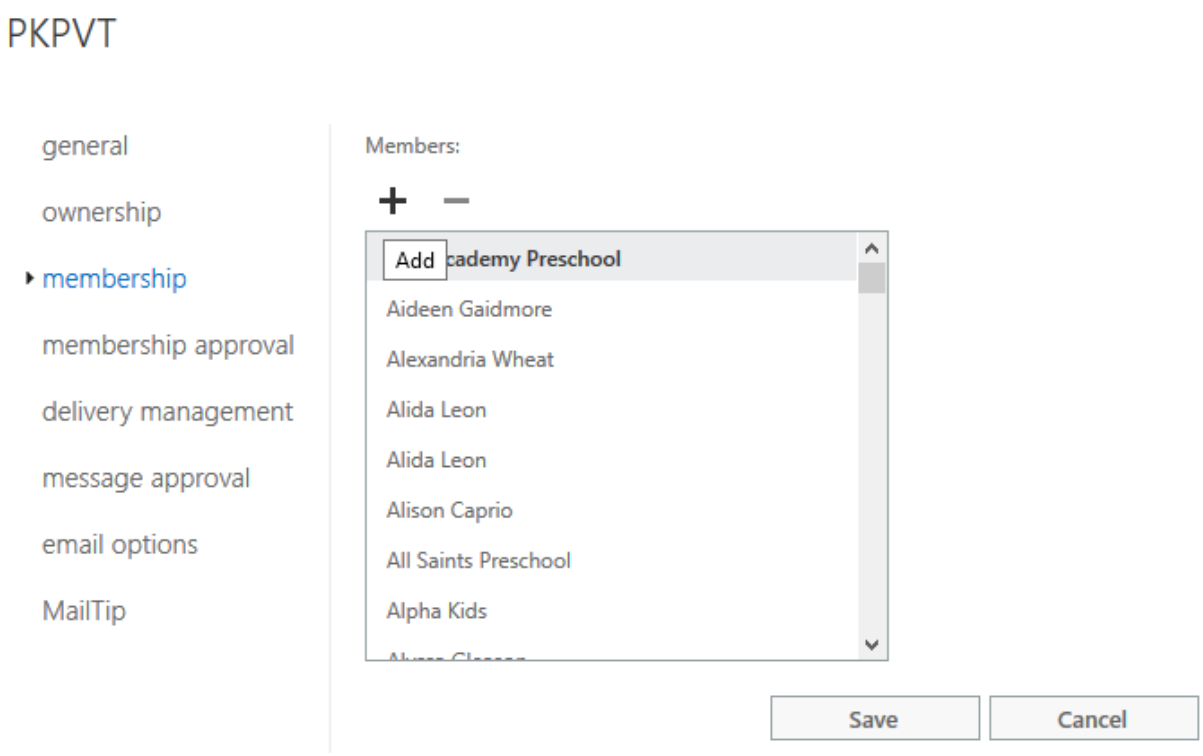


4. **With the list open, click on MEMBERSHIP to view the current list of members. To remove a member, make sure to highlight the name of the person you wish to remove, click on the minus (-) sign and then Save.**

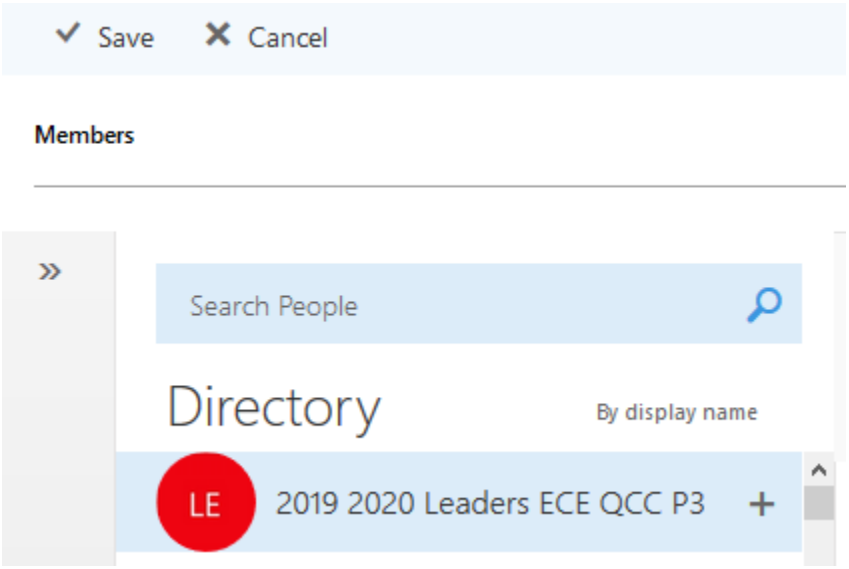


5. **To add a new member, click on the plus (+) sign.**

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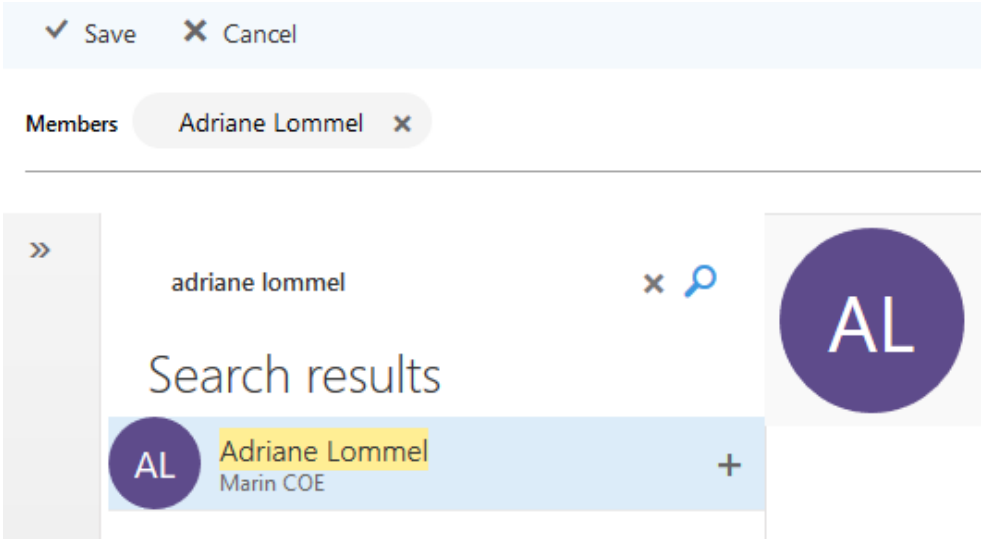


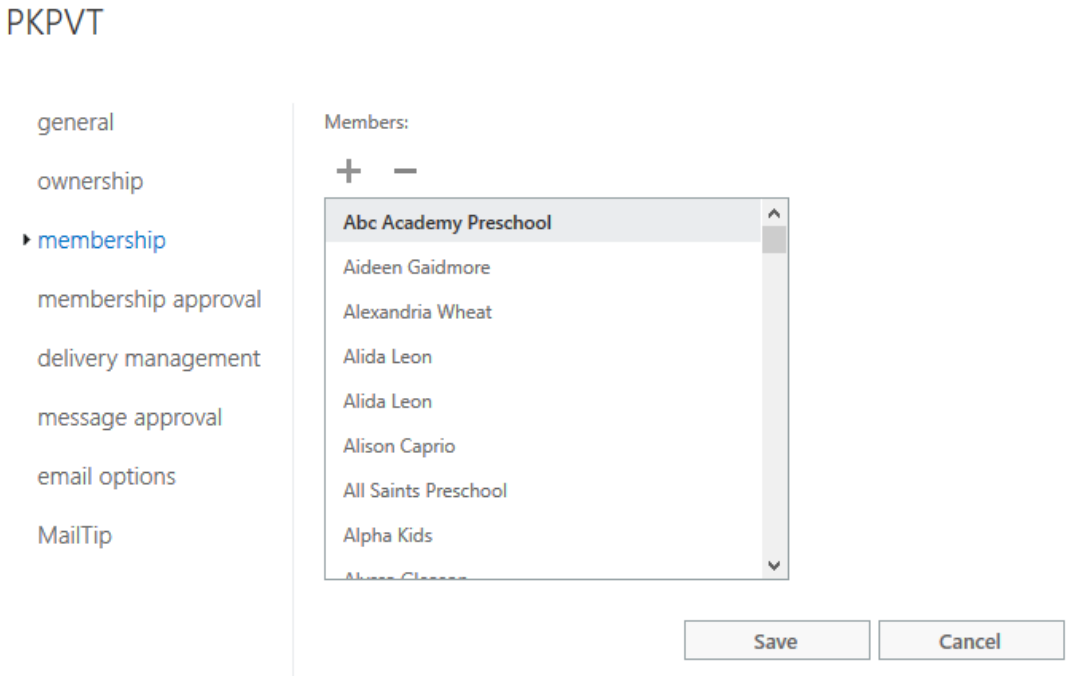
6. **In the Search box labeled "Search People", type in the name of the Contact you want to add, and press Enter.**



7. **Click on the plus (+) sign to the right of the Contact's name you wish to add and then click Save (located on top-left), and then Save again.**

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We "encourage" you to try to use the WEB outlook and access for these lists as it will provide an immediate save and allow for you to SEND TO the new updated list without potential problems that may occur in your Local Outlook Client. We have had experiences that demonstrate that the Outlook Client doesn't see the changes in the Distribution list right away– Web access would have them available immediately, however.