

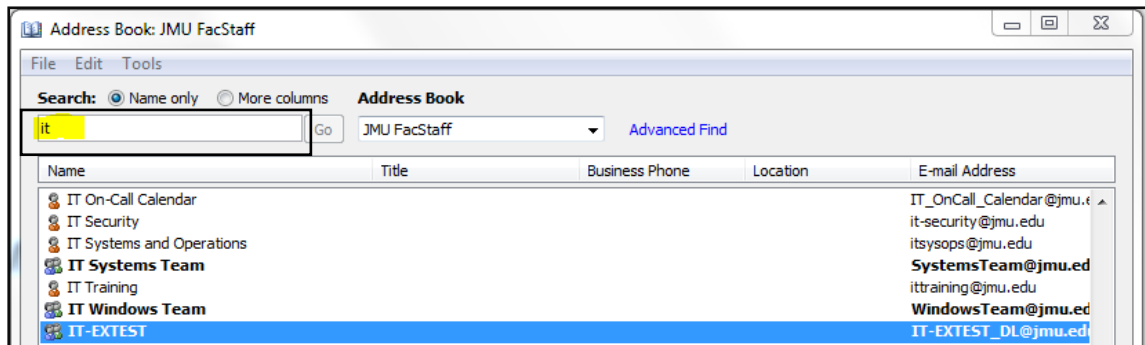
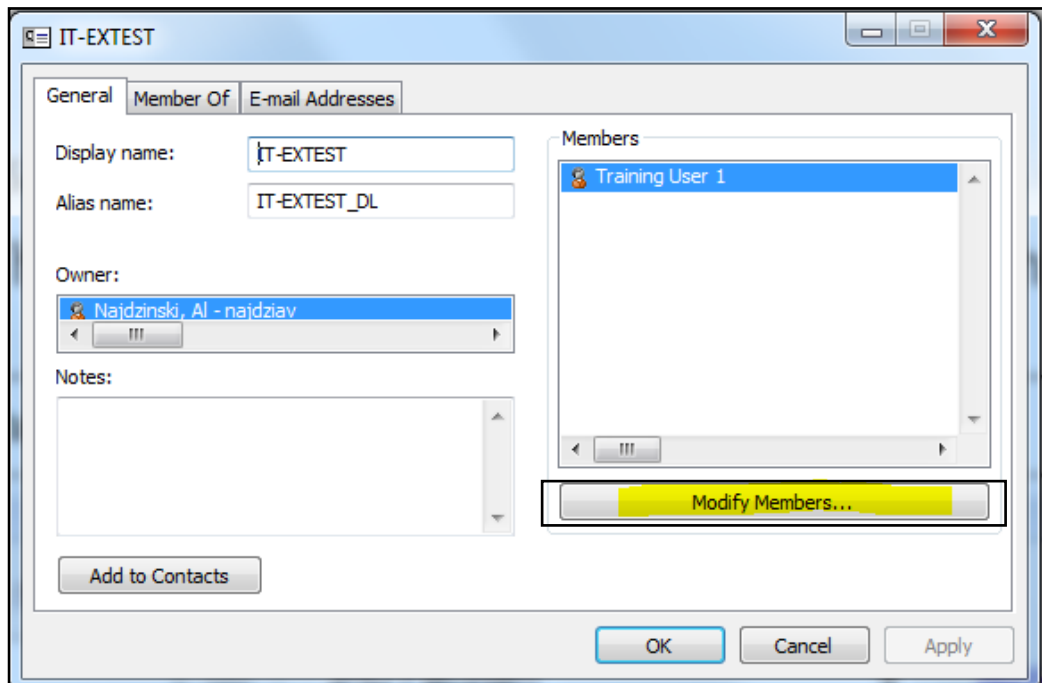


## Manage Global Distribution List Members in Outlook 2007:

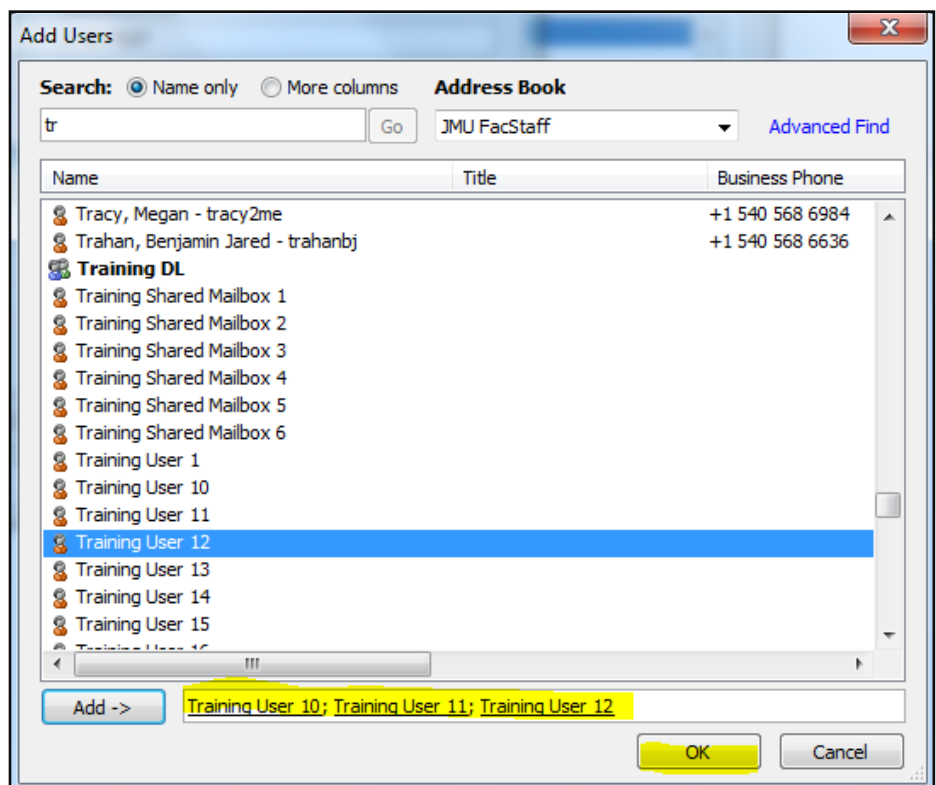
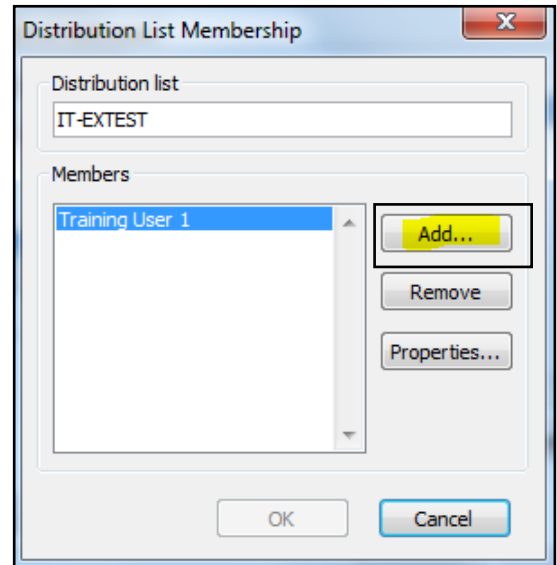
1. **Open** the Outlook 2007 Client on the Desktop, **click** on the Outlook Icon, or by **click** on  **>All Programs>Microsoft Office>Microsoft Outlook.**
2. When **Outlook** is open, click on the **Address book** icon .
3. If you know the Distribution List Name, **type** the first letters of the name of the Distribution List in the search box. If the List Name appears in the window, **double-click** on it to manage it.
4. If you do not know the name of the list, search through the Address book window.



5. When the properties screen opens **click** on **Modify Members** button.
6. In the Distribution List Membership screen **click** on **Add**.

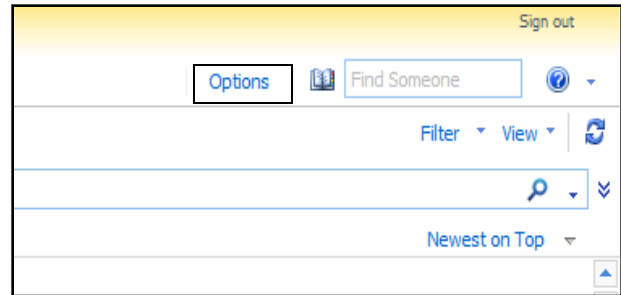


7. The address book screen opens.
8. **Double-Click** to **select** the members to be added to the Distribution List.
9. Use **CTRL-Click** to select multiple members to be selected at the same time.
10. Confirm that the chosen names appear in the **ADD->** line at the bottom of the screen.
11. If they do, click on **OK**. The screen will close.
12. Click **OK** again to add the names to the distribution list.
13. Click **OK** the third time to complete the addition of the names to the distribution list and to close the distribution list window.
14. To **Remove** names from the Global Distribution List:
  - a. Open the **Distribution List**
  - b. Click on **Modify Members**
  - c. Click on the **name** to be removed.
  - d. Click on **Remove**.
  - e. When the **names** no longer appear in the list, click on **OK** to close the Global Distribution List window.



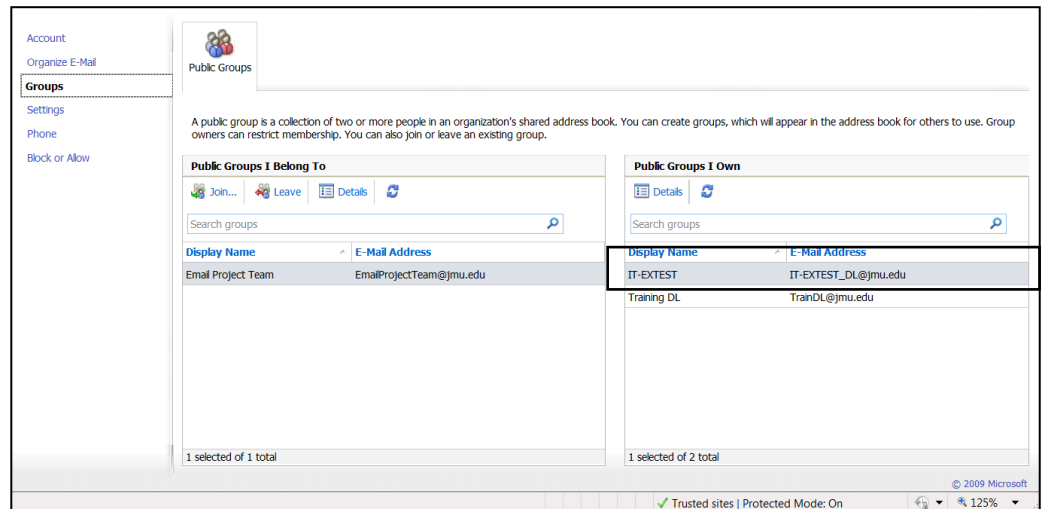
## Managing Global Distribution List in Outlook Web App:

1. Open a **browser**.
2. Navigate to the JMU E-Mail page to open **Outlook Web App** page or in the browser Address line type: <http://exchange.jmu.edu/>.
3. Log in to your account.
4. In the E-Mail Window, at the top right **click** on the **Options** button (as shown in the screen capture to the right).

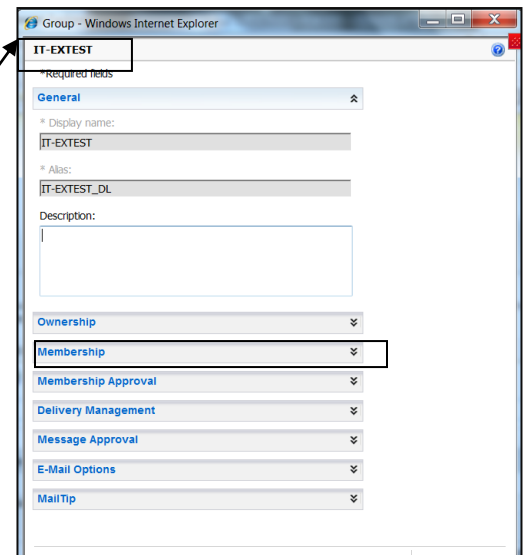



5. **Click** on **Groups** in the left column. In the screen capture below, the left side may display the following:

**Public Groups I Belong to;** and **/or Public Groups I Own** will appear on the right. Because you are an **owner** of the list(s) on the **right**, you can manage (edit) the members of those groups.




6. **Double** click on the group you want to manage.
7. A new window will open.
8. In the Group Detail Page, **Click** on **Membership**.
9. The window will **expand**.
10. See the screen below:



11. Click the  button to open the address book,

12. Type the **name** you are looking for in the search box.

13. To find the name in the address list, **click** the .

14. Click **Add**.

15. To add multiple names, Use **Click-Shift** to get names that touch each other, in the address list or **Click-CTRL** to choose names that don't touch each other. Then **Click Add** to add the names to the Global Distribution List.

16. **Ignore the [remove] beside the name you are adding to the list.**

17. **When all names have been added, click OK** to close the address book and return to the list's property page and then **Click Save** at the bottom of the **Global Distribution List**.

18. When finished managing your lists click **MY Mail** in the upper right hand corner of the **Options** screen to return to your **e-mail inbox**.

