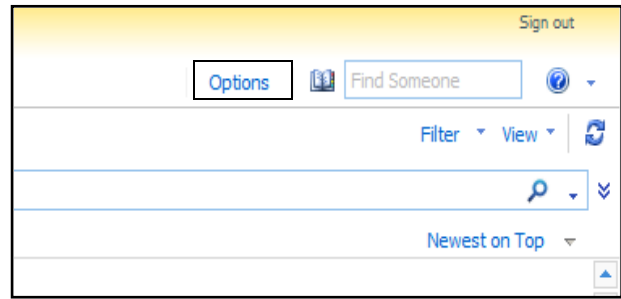


Managing Global Distribution List in Outlook Web App:

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/owa>.
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:

The screenshot shows the 'Public Groups' page in Outlook Web App. On the left, there is a navigation pane with 'Groups' selected. The main area is divided into two columns: 'Public Groups I Belong To' and 'Public Groups I Own'. The 'Public Groups I Own' column contains a table with the following data:


Display Name	E-Mail Address
IT-EXTEST	IT-EXTEST_DL@jmu.edu
Training DL	TranDL@jmu.edu

An arrow points from the 'IT-EXTEST' group in the 'Public Groups I Own' column to a detailed view of the group's settings. In this view, the 'Membership Approval' option is highlighted.



book,

11. Click the button to open the address

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**.

