

How do I manage a Distribution List?

Article Number: 195 | Last Updated: Wed, Nov 30, 2016 at 10:56 AM

This article describes how to manage a UBC department distribution list.

Requirements

To manage a distribution list you must be using a PC that is:

- Running Microsoft Office 2010 or Office 2013
- Configured with your UBC FASmail within the Office 2010/2013 application

Unfortunately for Mac users, this functionality is not supported in Office for Mac and you must use:

- Outlook Web Access (OWA), also referred to as your UBC Webmail

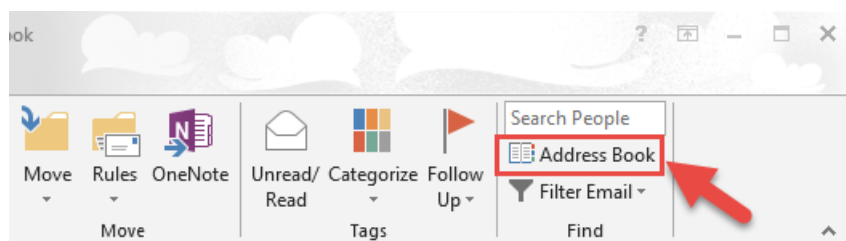
Hidden Distribution Lists

If your distribution list is a hidden distribution list [not visible in the Address Book], you cannot manage list membership. In order to make changes to list membership for hidden distribution lists, please submit a ticket.

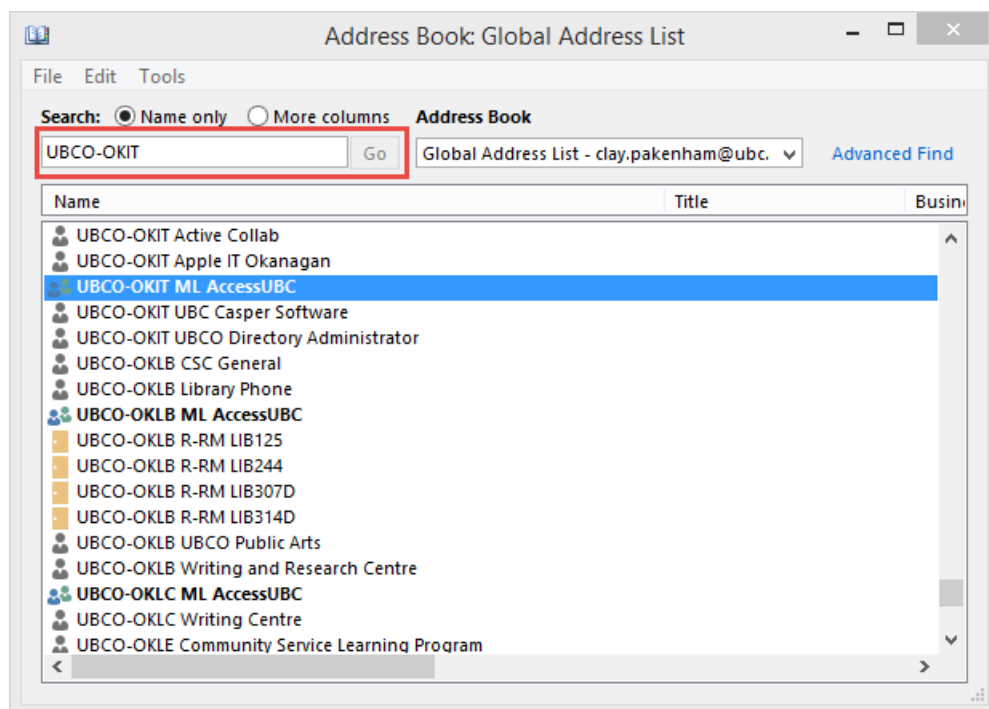
Instructions for PC

To add and remove members on your distribution list using Outlook 2010/2013, do the following:

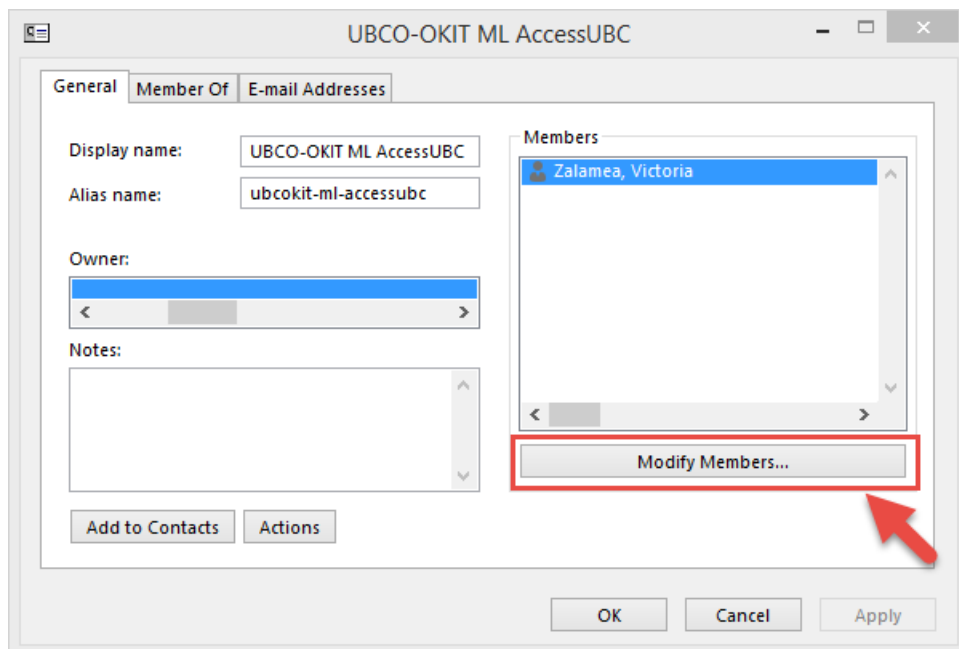
- **Launch** Outlook 2010/2013.
- With *Mail* (for example you will see Inbox) selected on the left, **click** the *Address Book* icon found in the upper-right of your Outlook window.



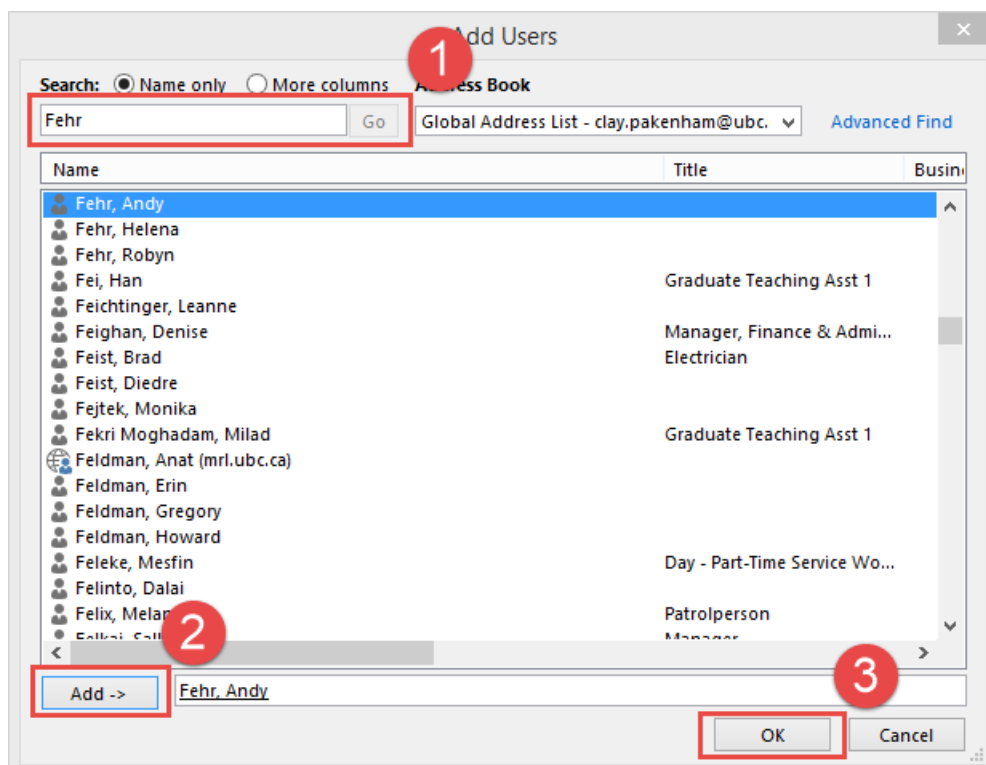
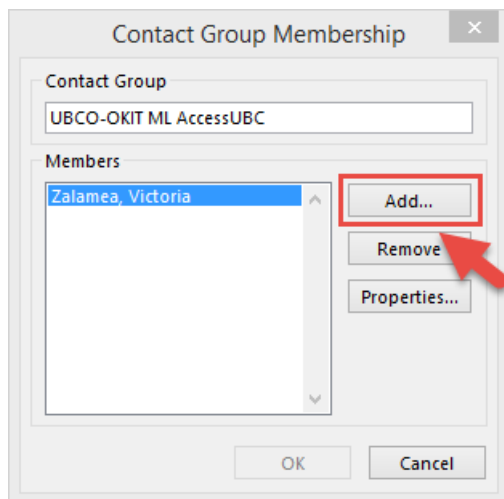
- **Search** for your distribution list by name for example UBCO-OK##, where ## is the last two letters of your HRMS department code.



- **Double-click** the distribution list you want to modify from the search results.
- Click *Modify Members...*



- The *Contact Group Membership* window will appear.
 - To remove a member, select the member from the list and click *Remove*.
 - To add a member, click the *Add...* button. Then search for the person you want to add.



- When you are done making changes to your distribution list, click *OK*. Then click *Apply* and *OK*. You may then close the *Address*

Bookwindow.

Instructions for Mac (Webmail)

- From the *Options* menu, **select** *See All Options*.
- **Click** *Groups*.
- In the *Public Groups I Own* section, **click** *Edit* for the distribution list you want to modify.
- In the *Membership* section, **select** email addresses to add or remove members of the distribution list.
- **Click** *Save*.

For more information or assistance, please contact the [ITServices Helpdesk](#) - 250.807.9000 or 855.807.9001.

Posted by: Clay Pakenham - Wed, Mar 18, 2015 at 2:13 PM. This article has been viewed 38129 times.

Online URL: <https://knowit.ok.ubc.ca/article/how-do-i-manage-a-distribution-list-195.html>