

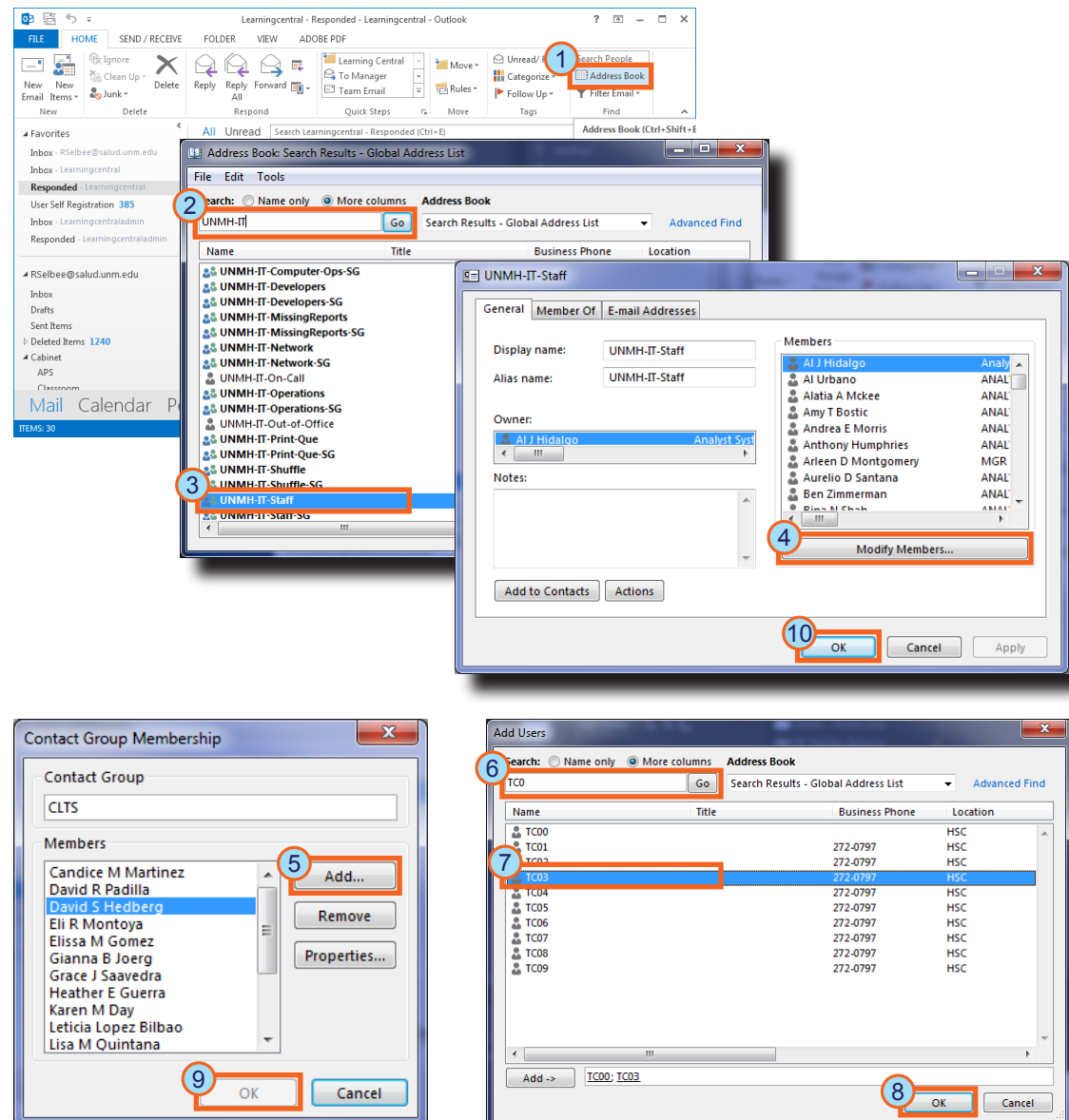
Modifying a Distribution List in the Global Address List

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Owners of global email distribution lists may update group membership as necessary.

Using the Outlook 2013 desktop client


- From the home tab, click the **Address Book** icon.
The Address Book opens.
⚠ Caution! Ensure you are searching the Global Address List.
- Search for the distribution list to update. Enter your **search criteria** in the search field and click the **Go** button.
The Search results display.
- Double-click** the correct list.
⚠ Caution! Do NOT select the list with the “-SG” suffix.
The Selected List window opens.
- Click the **Modify Members** button.
The Group Membership window opens.
- Click the **Add** button.
The Add Users window opens.
- Search for the user to add. Enter your **search criteria** in the search field and click the **Go** button.
The Search results display.
- Double-click** the user to add to the list.
The selected user displays in the add field. Repeat steps 6-7 to add more users.
- Click the **OK** button.
Focus is returned to the Group Membership Window
- Click the **OK** button.
Focus is returned to the List Window.
- Click the **OK** button.
Focus is returned to the Address Book window.



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Using the Outlook Web App (OWA)

1. In the OWA, click the **gear icon** to open the tools menu.
2. Click the **options** menu item.
The OWA options page displays.
3. **Select Groups.**
The group options page displays.
4. **Double-click the group** to be modified.
The group page displays.
 **Note:** You may only modify the membership of groups you own.
5. **Select Membership.**
The group membership displays.
6. Click the **plus** icon.
The members window opens.
7. Search for the person to add to the group; **enter** your **search criteria** into the search field **and press** the **<Enter>** key.
8. Click the **plus** icon next to the individual to be added.
Repeat steps 6-7 to add additional people to the group.
9. Click the **OK** button.
The Group page closes and focus is returned to the group options page.
10. Click the **Save** button.
The Group options page closes and focus is returned to the OWA options page.
11. Click the **back** button.
You are returned to the OWA main page.

