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

**Using the Outlook 2013 desktop client**

1. From the home tab, click the Address Book icon. The Address Book opens.
   
   **Caution! Ensure you are searching the Global Address List.**

2. Search for the distribution list to update. Enter your search criteria in the search field and click the Go button. The Search results display.

3. Double-click the correct list. **Caution! Do NOT select the list with the “-SG” suffix.**

   The Selected List window opens.

4. Click the Modify Members button. The Group Membership window opens.

5. Click the Add button. The Add Users window opens.

6. Search for the user to add. Enter your search criteria in the search field and click the Go button. The Search results display.

7. 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.

8. Click the OK button. Focus is returned to the Group Membership Window.

9. Click the OK button. Focus is returned to the List Window.

10. 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.

**Tip:** To remove a member of the group; select their name and click the minus icon.