

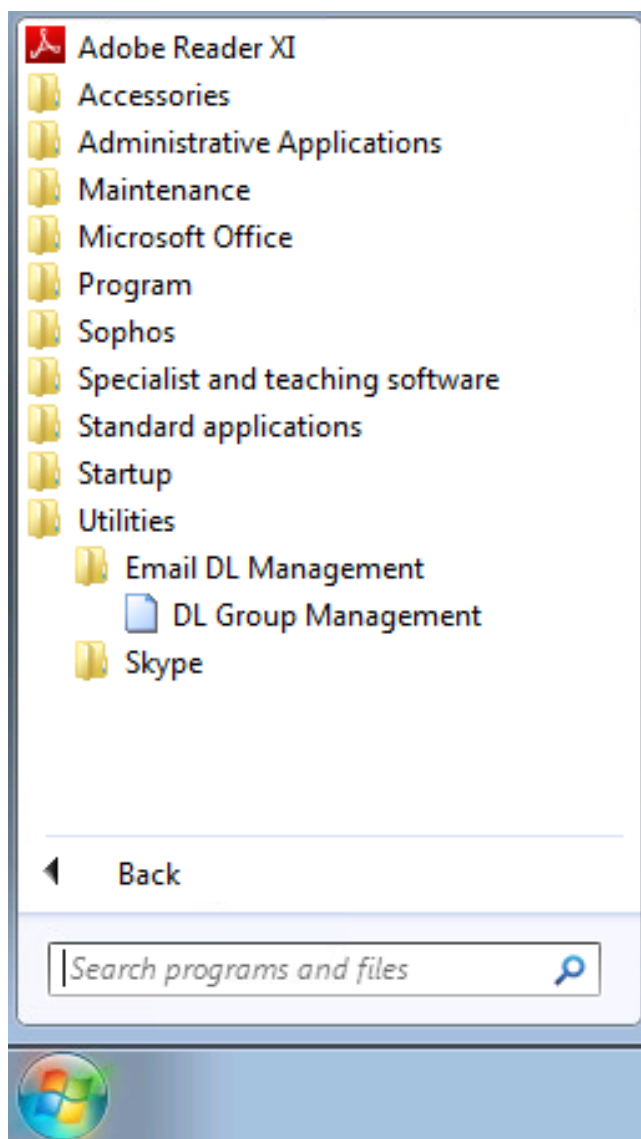
Manage email distribution lists

To update an email distribution list that you managed within Outlook prior to Office365, you need to use a different tool – **DL Group Management**. It is available on campus PCs and from [LSE Remote Desktop](#) when working off site.

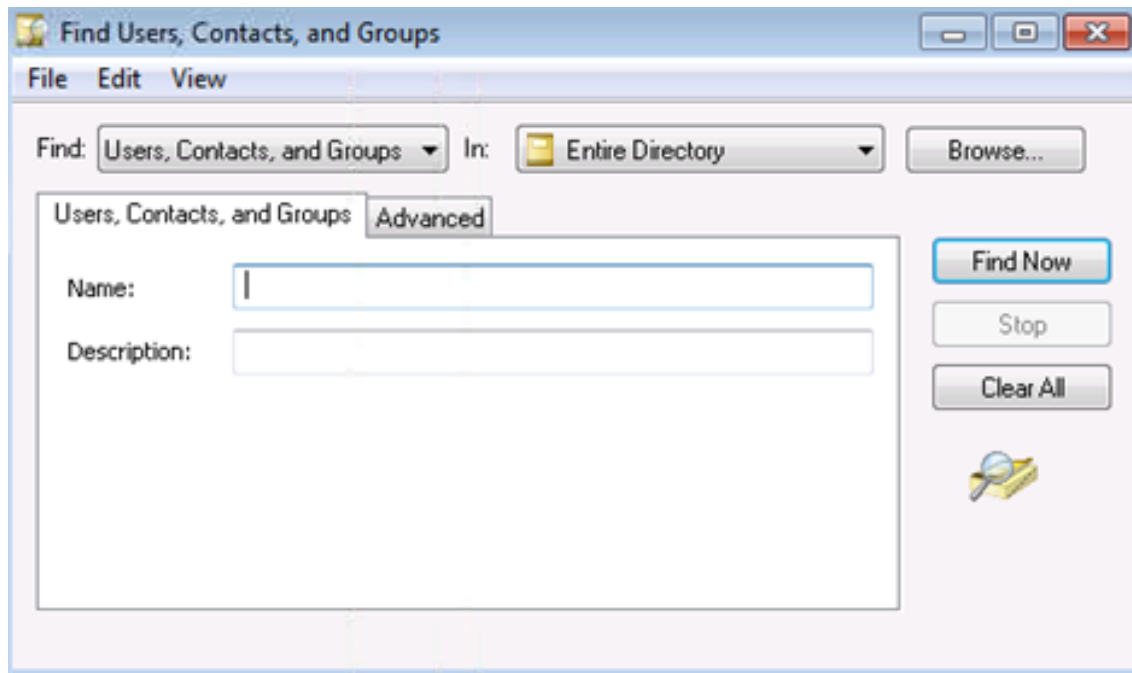
NOTE: The tool will allow you to edit only the distribution lists that you manage.

To open an email distribution list using the tool:

1. Click on the **Windows start** button in the lower left corner of your screen, click on **All Programs**, then open **Utilities | Email DL Management**, and then click on **DL Group Management**



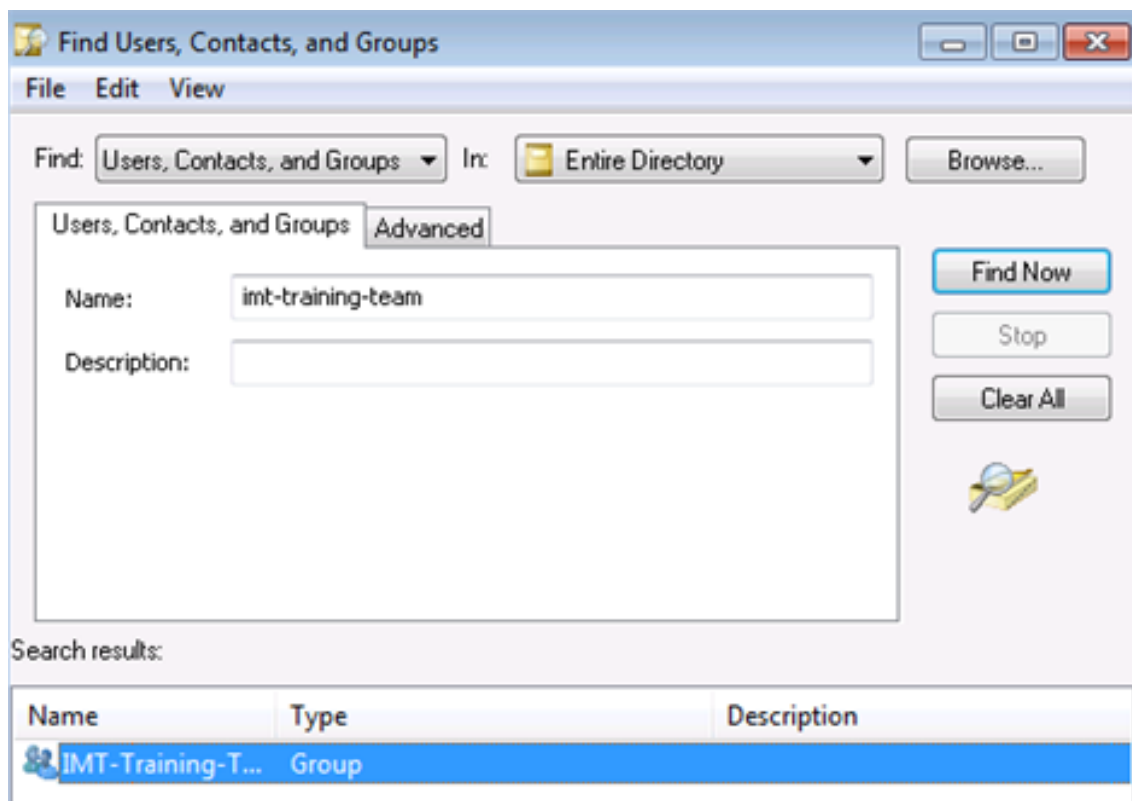
The **Find Users, Contacts, and Groups** window will open



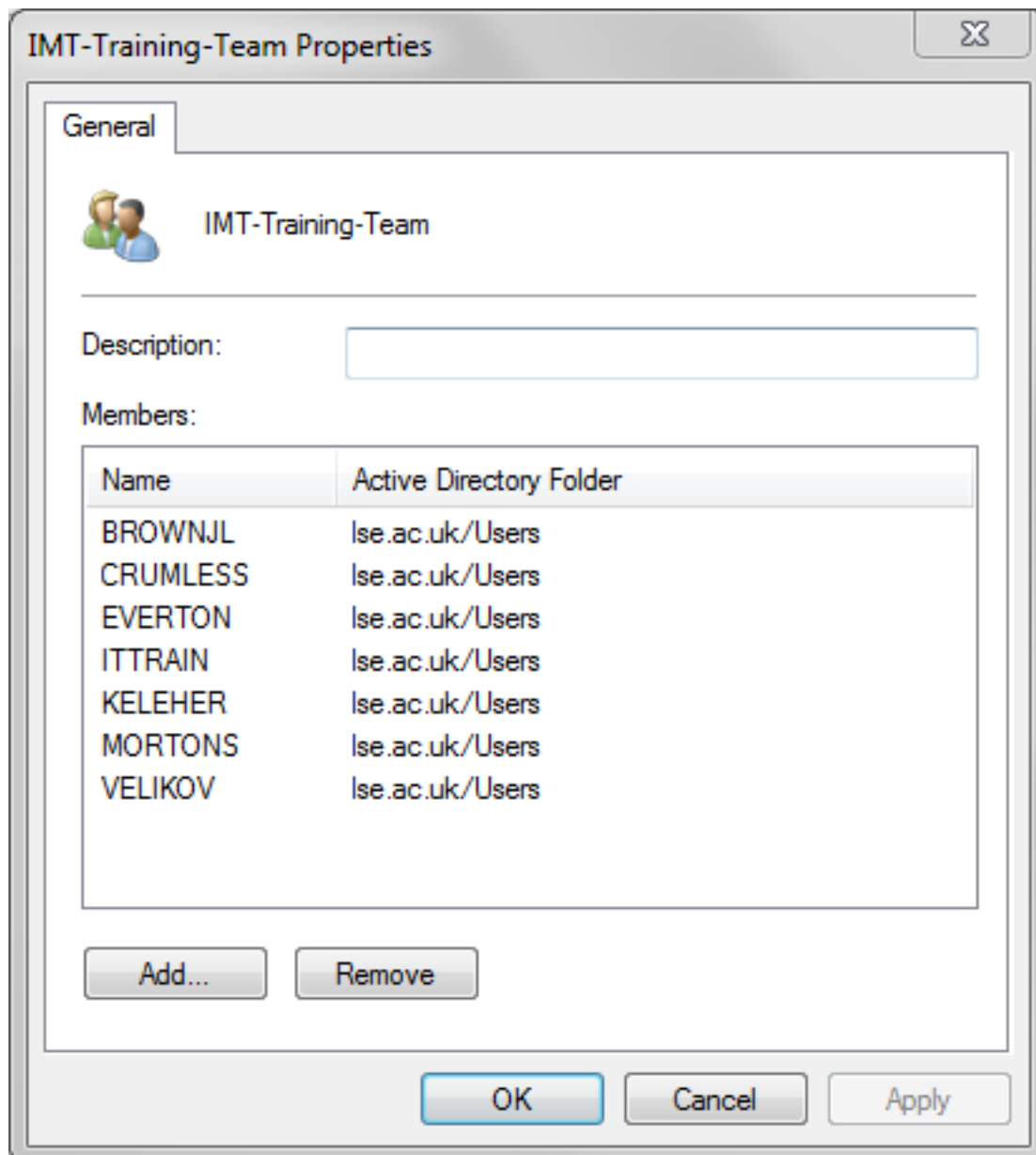
2. In the **Name:** box enter the name of the distribution list you want to open, then click **Find Now**

*This will search for the distribution list and, if found, will expand **Find Users, Contacts, and Groups** window*

3. In the **Search results:** double-click on the list you want to open



*The **Properties** window will open*



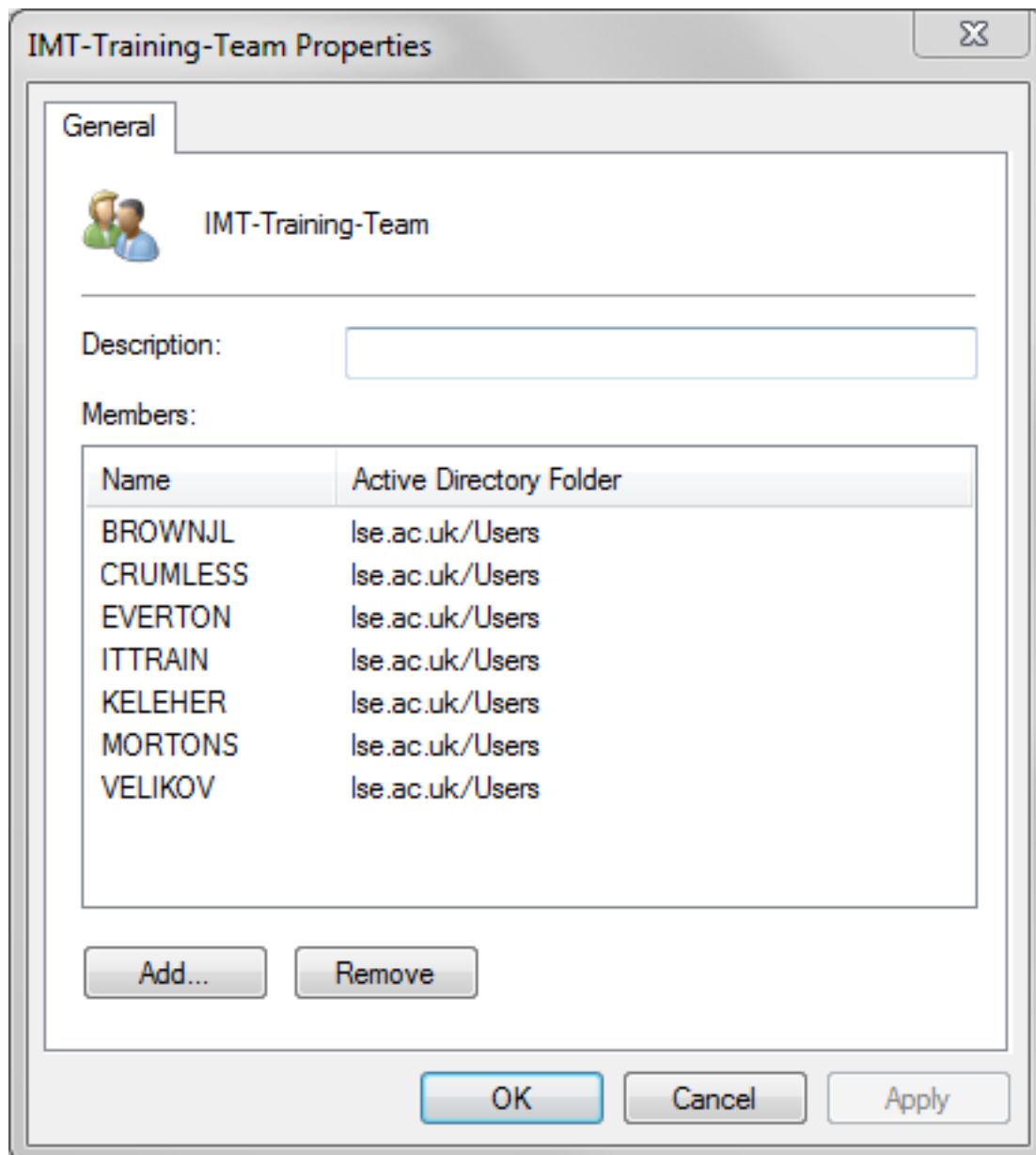
*NOTE: The **Add...** and **Remove** buttons may be greyed out if you are not the manager of the list*

To Remove a Recipient from the List:

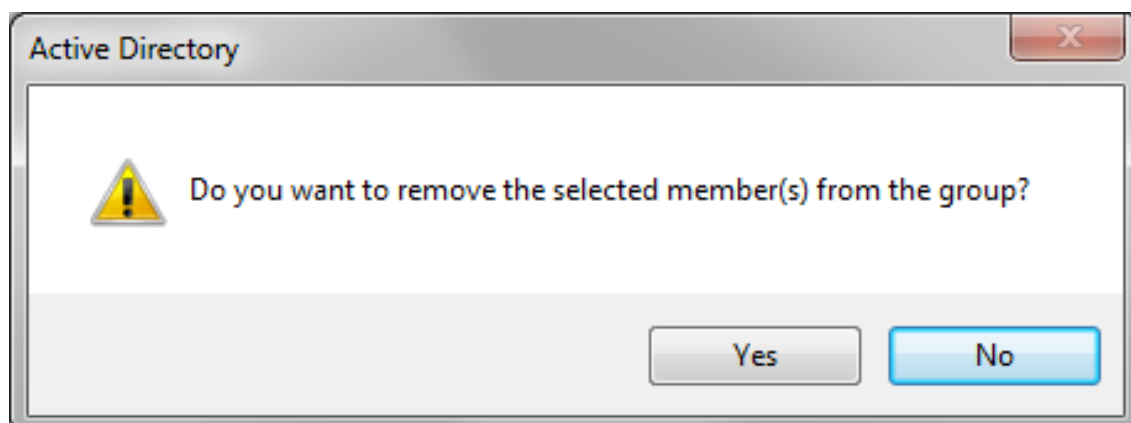
*NOTE: The **Add...** and **Remove** buttons may be greyed out if you are not the manager of the list*

To Remove a Recipient from the List:

1. Follow steps 1-3 in the **To open an email distribution list using the tool:** section above
2. In the **Properties** window, click on the recipient's name, then click **Remove**



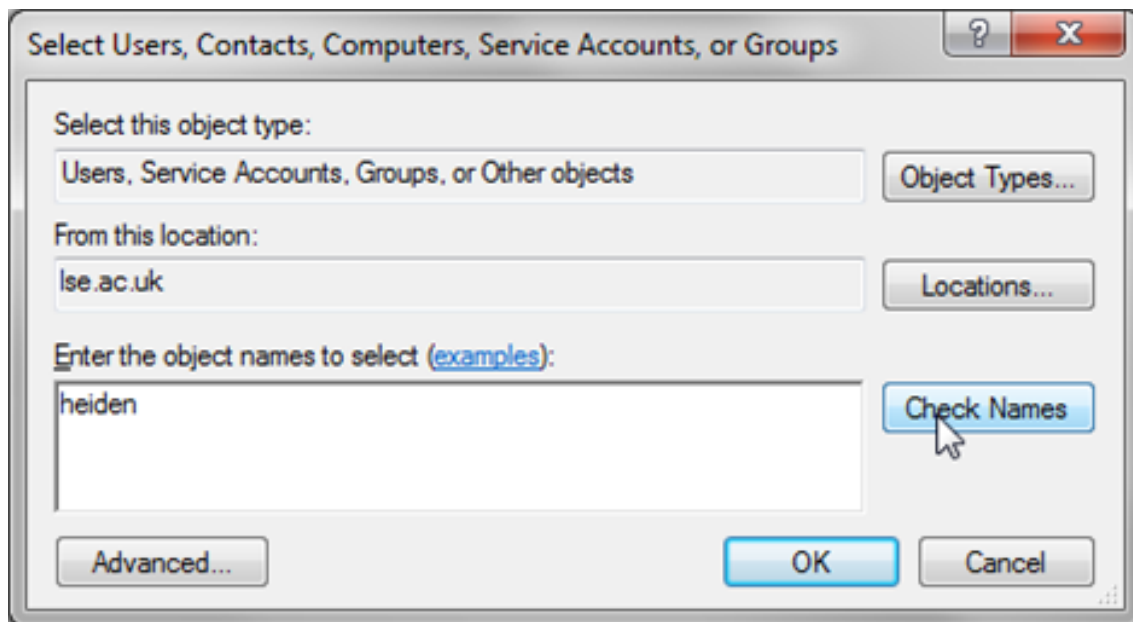
3. In the **Active Directory** prompt window, click **Yes**



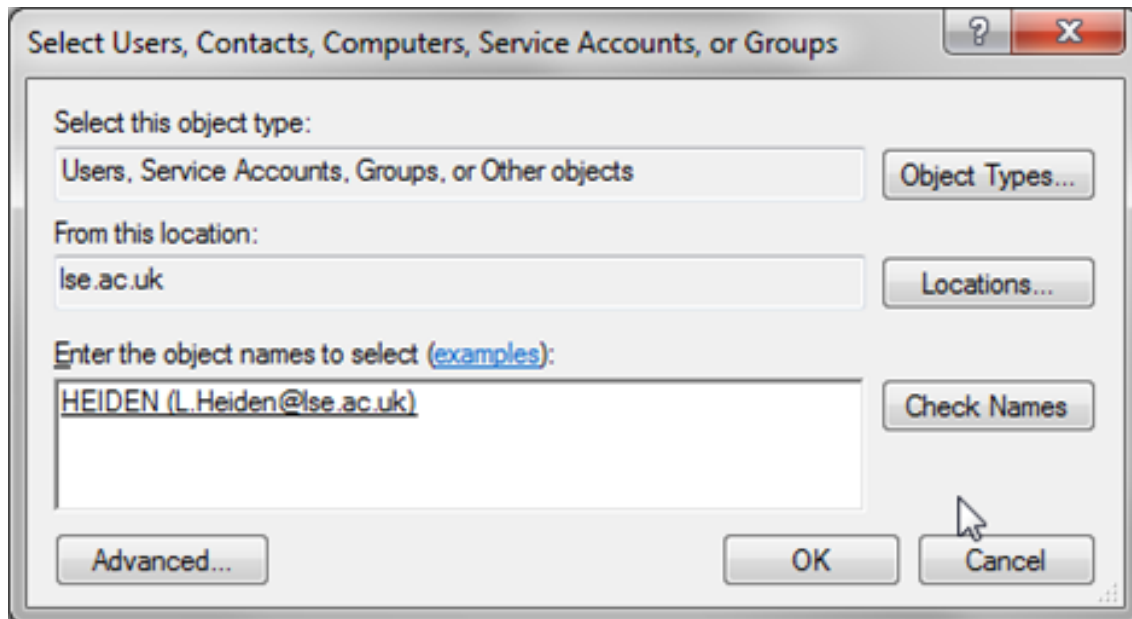
4. In the **Properties** window click **OK**

To Add Recipients to the List:

1. Follow steps 1-3 in the **To open an email distribution list using the tool:** section above
2. In the **Properties** window, click **Add...**
3. In the **Enter the object names to select** box enter the username or last name of the recipient you want to add
4. Click on **Check Names**



*NOTE: Multiple names can be entered, each separated by a semicolon (;)
The name(s) that are found will be underlined*



5. Click **OK**

NOTE: If the system finds more than one entry it will show a list of all matching entries, from which you can select the required name(s) and click OK. If the system fails to find a matching name it will prompt you to correct the entry.