

MARINSCHOOLS.ORG OFFICE 365 DISTRIBUTION LIST MANAGEMENT & OUR SHARED GLOBAL CONTACT LIST

Specific users in our organization, those who were established as “owners” of Distribution Lists, can now

ADD
REMOVE
MODIFY

the ‘external’ contact in the list

OF NOTE:

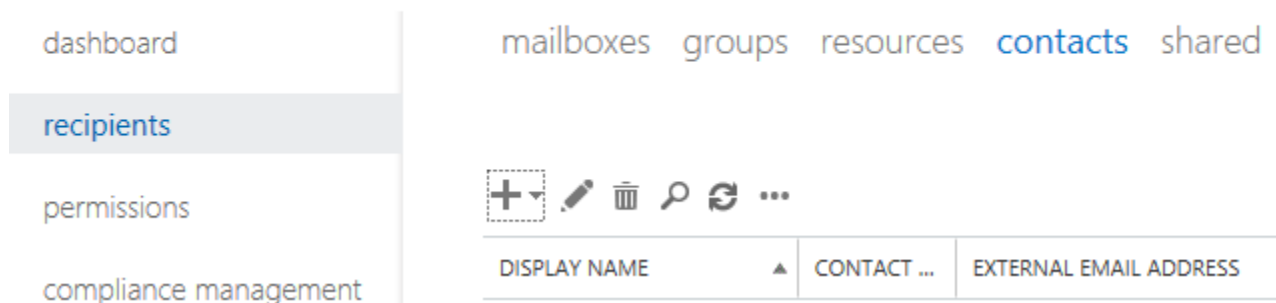
We have INCREASED YOUR SECURITY for our marinschools.org Office 365 service which should be respected, as changes you make, limited to our GLOBAL ADDRESS LIST (referred to as GAL) will affect everyone. Contacts are often tied to numerous lists, not just the one you intend to update.

PLEASE RESTRICT YOURSELF TO THE PROCESS OUTLINED BELOW as you process your work assignment.

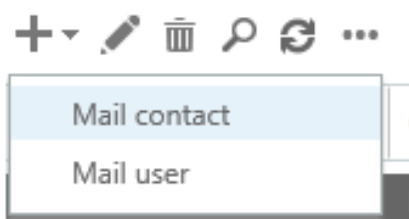
TO ADD A NEW CONTACT:

1. On a web browser, login to <https://outlook.office365.com/ecp/> by using your full email address and your current Office 365 password.
2. Under the ‘recipients’ list select ‘contacts’. To Create a NEW contact use the + in the tool bar above the displayed list.

Exchange admin center

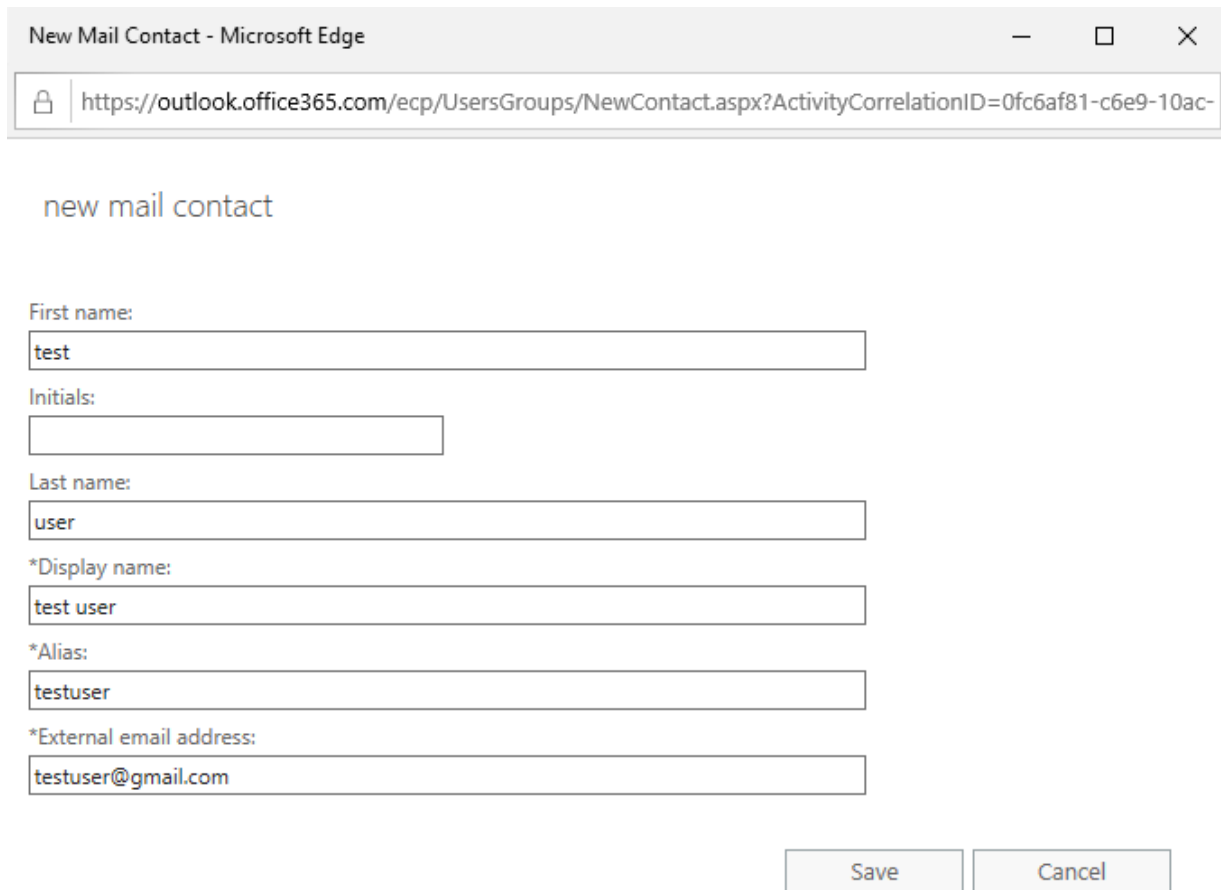


3. To Create a NEW Contact, use the + in the tool bar above the displayed list and select ‘Mail Contact’.



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4. Fill in the basic Contact information (i.e. First Name, Last Name, Alias, External E-mail Address). The Alias can just be a name variation – both first/last name with no spaces.



The screenshot shows a web browser window titled "New Mail Contact - Microsoft Edge". The address bar contains the URL: <https://outlook.office365.com/ecp/UsersGroups/NewContact.aspx?ActivityCorrelationID=0fc6af81-c6e9-10ac->. Below the address bar, the page title "new mail contact" is visible. The form contains several input fields:

- First name:
- Initials:
- Last name:
- *Display name:
- *Alias:
- *External email address:

At the bottom right of the form, there are two buttons: "Save" and "Cancel".

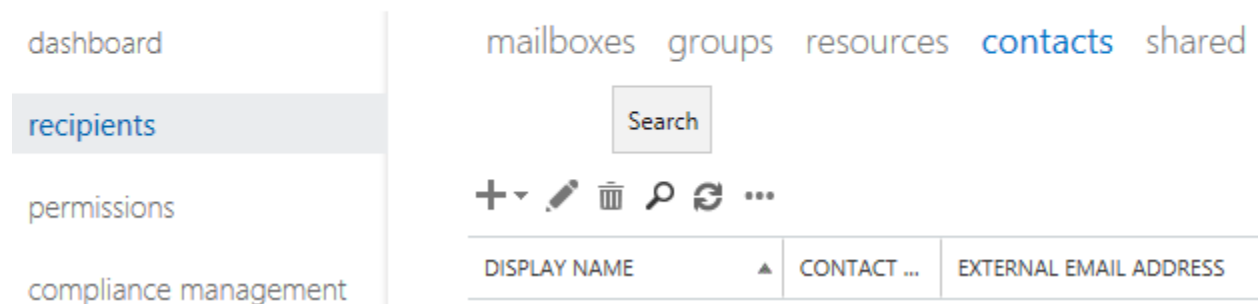
5. Click on Save – wait a few minutes and add the new person to your list!

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TO MODIFY AN EXISTING CONTACT:

1. Locate the contact in the Global Address List (GAL) by going to 'recipients' then 'contacts' and click on the magnifying glass icon.

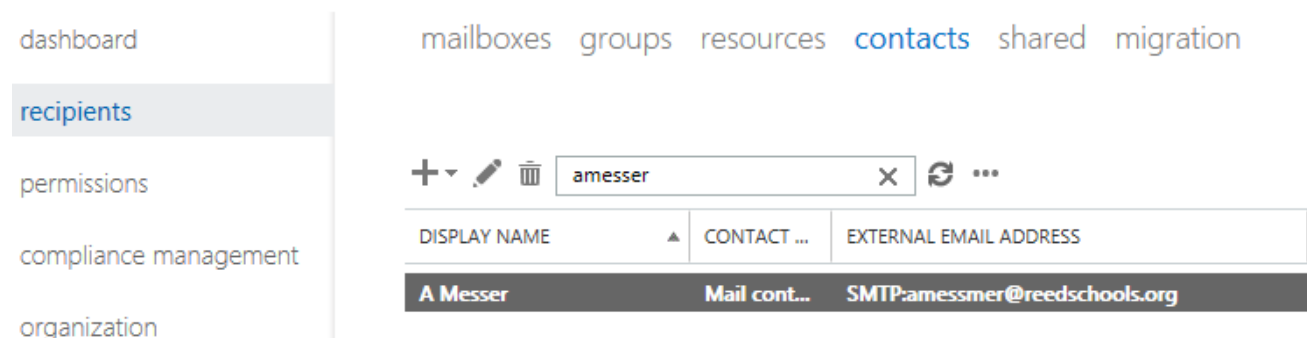
Exchange admin center



The screenshot shows the Exchange Admin Center interface. On the left is a navigation pane with 'recipients' selected. The main area shows 'contacts' in the breadcrumb path. A search bar is present, and below it are icons for adding, editing, deleting, and searching. A table header is visible with columns: DISPLAY NAME, CONTACT ..., and EXTERNAL EMAIL ADDRESS.

2. In the search bar, type in the contact information and then press **Enter**.

Exchange admin center



The screenshot shows the Exchange Admin Center interface with a search result. The search bar contains 'amesser'. Below the search bar, a table displays the search results. The first row is highlighted in dark grey and contains the following information:

DISPLAY NAME	CONTACT ...	EXTERNAL EMAIL ADDRESS
A Messer	Mail cont...	SMTP:amessmer@reedschools.org

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3. **Double Click** on the Contact to open it and modify the fields (Email, Name, Business or Title information) and then click **Save**.

Edit Mail Contact - Microsoft Edge

https://outlook.office365.com/ecp/UsersGroups/EditContact.aspx?ActivityCorrelationID=0cdbcd71-0921-3c00-8ea5

A Messer

- general
- contact information
- organization
- MailTip

First name:

Initials:

Last name:

*Display name: A Messer

*Alias: AMesser

*External email address: SMTP:amessmer@reedschools.org

Hide from address lists

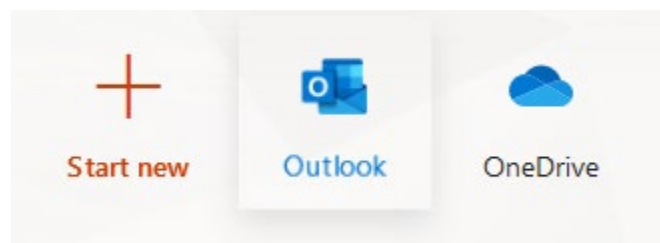
Save Cancel

Remember, if the Contact is already a member of an existing list and you MODIFIED the Contact information, you DON'T NEED TO ADD IT BACK TO THE LIST, the modification will be reflected in the list.

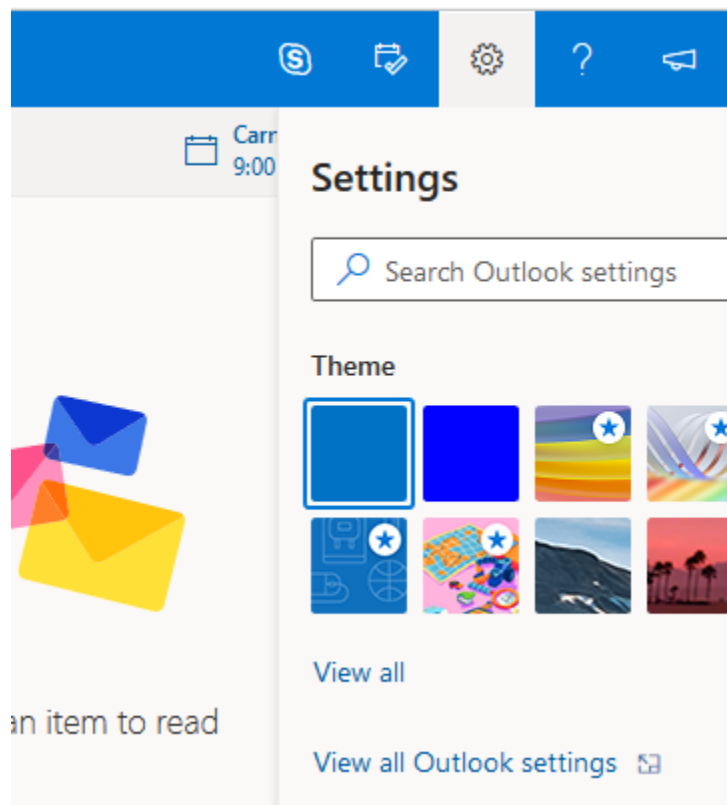
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TO EDIT DISTRIBUTION LIST MEMBERS:

1. Login to **Office 365** and launch **Web Outlook** to edit your Distribution List/Listserve.



2. With Outlook open, locate the **GEAR** (Settings) on the right-hand side of the center navigation bar then click on **View All Outlook Settings** (bottom of the list).



3. Click on the **GENERAL** tab, then **DISTRIBUTION LIST** and then select (double-click) from the "**Distribution Groups I own**" window the list you want to modify.

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The screenshot shows the Office 365 Settings interface. On the left is a navigation pane with 'Settings' at the top, a search box, and a list of categories: General (selected), Mail, Calendar, People, and View quick settings. To the right of the navigation pane are sub-categories: Language and time, Appearance, Notifications, Categories, Accessibility, Mobile devices, Distribution groups (selected), Storage, Privacy and data, and Search.

The main content area is titled 'Distribution groups' and contains a help message: 'Instead of a distribution group, consider using a new Office 365 Group to collaborate by sharing conversations, documents, and a calendar. Learn more or create an Office 365 Group.' Below this are two tables:

- Distribution groups I belong to:** A table with columns 'Display name' and 'Email address'. It lists groups like ALLADMINS, MCOE_Internal, MCOEALL, MCOEMAIN, MCOESECT, PKPVT, and SLT.
- Distribution groups I own:** A table with columns 'Display name' and 'Email address'. It lists groups like CABINET, COMMUNICATIONS, ELEMPRIN, GOLDENBELL, HSPRIN, HSPRINALT, HSPRINAP, ILT-M, MCSAA, PKPVT, PUBLICPTA, PVTSCHOOLS, SELPARENTS, SPEDTEACH, SUPERS, and TITLE3.

4. With the list open, click on **MEMBERSHIP** to view the current list of members. To remove a member, make sure to highlight the name of the person you wish to remove, click on the **minus (-)** sign and then **Save**.

PKPVT

The screenshot shows the 'membership' settings for the PKPVT distribution group. On the left is a navigation pane with options: general, ownership, membership (selected), membership approval, delivery management, message approval, email options, and MailTip.

The main content area is titled 'Members:' and features a list of members. At the top of the list are '+' and '-' icons. A 'Remove' button is positioned above the first member, 'Abc Aca school'. The member 'Alida Leon' is currently selected and highlighted. Other members listed include Aideen Gaidmore, Alexandria Wheat, Alida Leon, Alison Caprio, All Saints Preschool, Alpha Kids, and Alissa Clapp.

At the bottom right of the interface are two buttons: 'Save' and 'Cancel'.

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5. To add a new member, click on the **plus (+)** sign.

PKPVT

general

ownership

▶ membership

membership approval

delivery management

message approval

email options

MailTip

Members:

+ -

Add Academy Preschool

Aileen Gaidmore

Alexandria Wheat

Alida Leon

Alida Leon

Alison Caprio

All Saints Preschool

Alpha Kids

Alex Class

Save Cancel

6. In the Search box labeled **“Search People”**, type in the name of the Contact you want to add, and press **Enter**.

✓ Save ✕ Cancel

Members

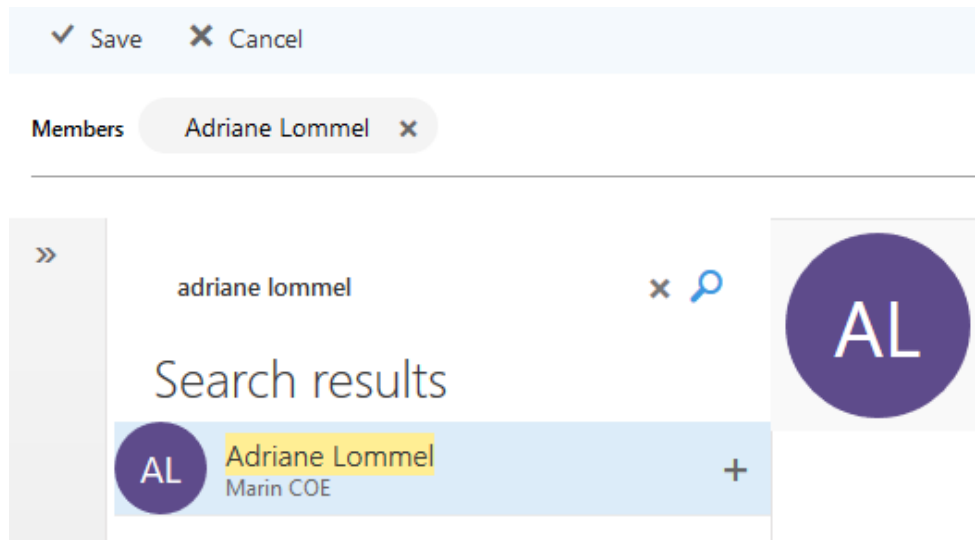
» Search People 🔍

Directory By display name

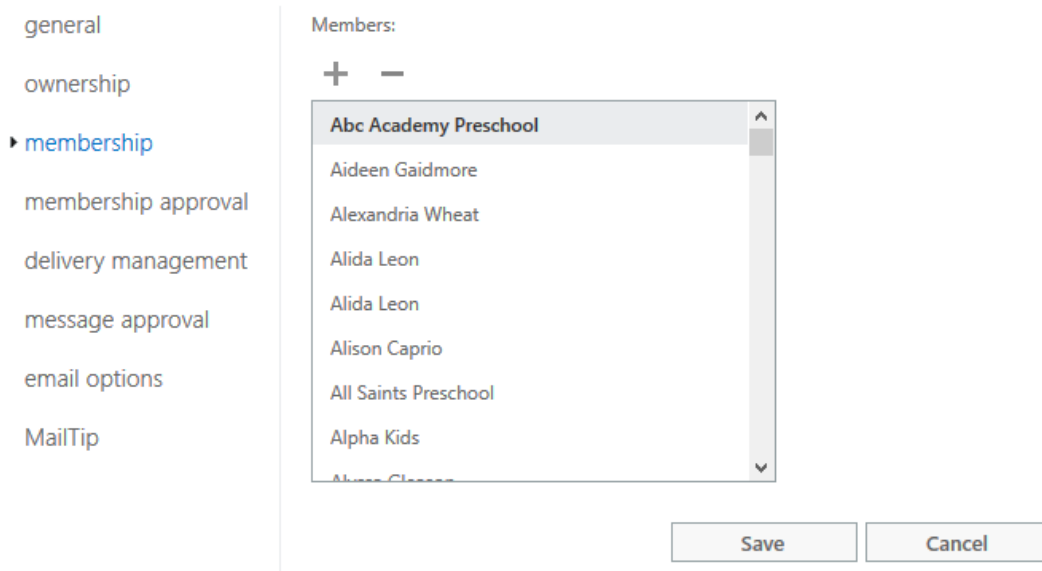
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7. Click on the **plus (+)** sign to the right of the Contact's name you wish to add and then click **Save** (located on top-left), and then **Save** again.



PKPVT



We “encourage” you to try to use the WEB outlook and access for these lists as it will provide an immediate save and allow for you to SEND TO the new updated list without potential problems that may occur in your Local Outlook Client. We have had experiences that demonstrate that the Outlook Client doesn’t see the changes in the Distribution list right away– Web access would have them available immediately, however.