

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’. When presented with the message similar to the one below, click on “Try it Now”. You will then be re-directed to the new Exchange Admin Center site.




This feature has moved to the New Exchange admin center under Contacts page and has now been retired from Classic Exchange admin center.

[Try it now](#)

3. To Create a NEW Contact, select ‘Add a mail contact’.

Contacts

Contacts are people outside your organization that you'd like everyone to be able to find. Anyone listed here can be found in Outlook under People in Microsoft 365. [Learn more about contacts](#)

 Add a mail contact  Add a mail user  Export contacts  Refresh

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.

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

New Mail Contact

● Basic information

○ Mail contact information (Optional)

○ Review mail contact

Set up the basic information

To get started, fill out some basic information about who you're adding as a mail contact.

First name

Last name

Initials

Display name *

Alias *

External email address *

Next

5. Click **Next**. The Mail Contact Information is **OPTIONAL** but this is where you can enter phone, fax and street address for the new contact. Click **Next** if you don't have information to add.
6. Review the information of the new Mail Contact on the next window. If all looks correct, click on the **"Create"** button.

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

TO MODIFY AN EXISTING CONTACT:

1. Locate the contact from the Global Address List (GAL) by going to 'Contacts' then type in the name of the Contact in the search box and press **Enter**.

Contacts

Contacts are people outside your organization that you'd like everyone to be able to find. Anyone listed here can be found in Outlook under People in Microsoft 365. [Learn more about contacts](#)

Add a mail contact	Add a mail user	Export contacts	Refresh	1 item	Filter	<input type="text" value="aaron aubrey"/>		
<input type="checkbox"/> Display name ↑								
<input type="checkbox"/> Aaron Aubrey								
	Email address							
	SMTP:aubrey@tamdistrict.org							
		Contact type						
		MailContact						

2. Click on the Contact to open it. To modify the fields (Email, Name, Business or Title information) click the "Manage General Information" link, make the changes and then click **Save**.



Aaron Aubrey

Mail contact

Delete contact

General **Personal information**

General information

First name

Last name

Display name

Aaron Aubrey

External email address

SMTP:aubrey@tamdistrict.org

Initials

Alias

AaronAubrey

[Manage general information](#)

Edit contact

First name

Last name

Display name *

Email *

Alias *

Initials

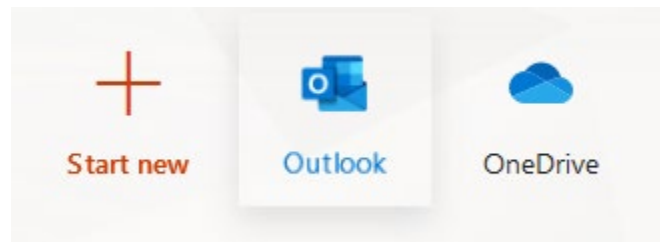
Save

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.

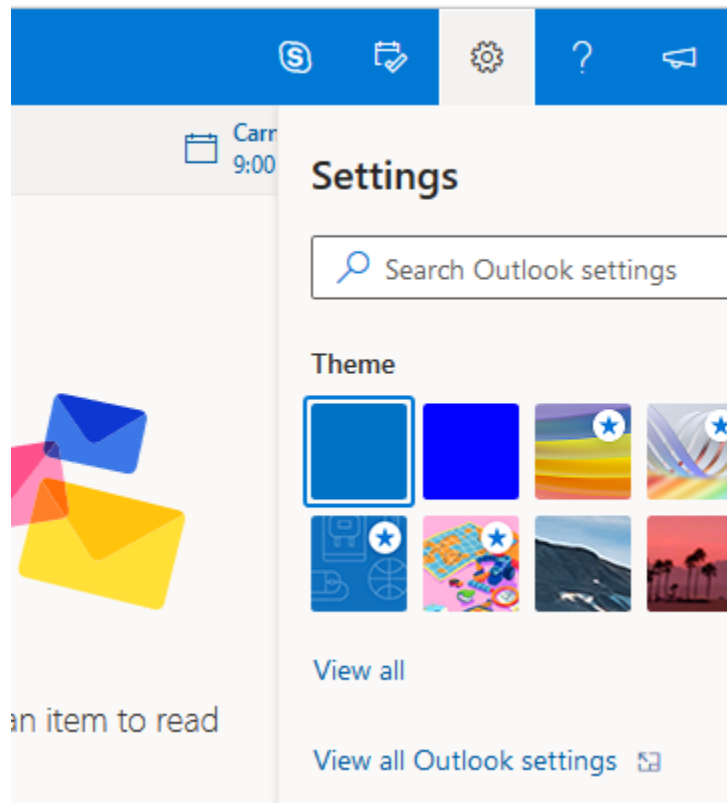
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TO EDIT DISTRIBUTION LIST MEMBERS:

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.

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

Settings

Language and time

Appearance

Notifications

Categories

Accessibility

Mobile devices

Distribution groups

Storage

Privacy and data

Search

Distribution groups

« 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](#).

Distribution groups I belong to

Type the name of the list you're looking for

Display name	Email address
ALLADMINS	ALLADMINS@marinschools.org
MCOEINTERNAL	MCOEINTERNAL@marinschools.org
MCOEALL	MCOEALL@marinschools.org
MCOEMAIN	MCOEMAIN@marinschools.org
MCOESECT	MCOESECT@marinschools.org
PKPVT	PKPVT@marinschools.org
SLT	SLT@marinschools.org

Distribution groups I own

Type the name of the list you're looking for

Display name	Email address
CABINET	CABINET@marinschools.org
COMMUNICATIONS	COMMUNICATIONS@marinschools.org
ELEMPRIN	ELEMPRIN@marinschools.org
GOLDENBELL	GOLDENBELL@marinschools.org
HSPRIN	HSPRIN@marinschools.org
HSPRINALT	HSPRINALT@marinschools.org
HSPRINAP	HSPRINAP@marinschools.org
ILT-M	ILT-M@marinschools.org
MCSAA	MCSAA@marinschools.org
PKPVT	PKPVT@marinschools.org
PUBLICPPTA	PUBLICPPTA@marinschools.org
PVTSCHOOLS	PVTSCHOOLS@marinschools.org
SELPARENTS	SELPARENTS@marinschools.org
SPEDTEACH	SPEDTEACH@marinschools.org
SUPERS	SUPERS@marinschools.org
TITLE3	TITLE3@marinschools.org

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

general

ownership

► **membership**

membership approval

delivery management

message approval

email options

MailTip

Members:

+ -

Abc Aca	Remove	chool
Aideen Gaidmore		
Alexandria Wheat		
Alida Leon		
Alida Leon		
Alison Caprio		
All Saints Preschool		
Alpha Kids		
Alpha Class		

Save Cancel

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

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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

Alpha Kids

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

»

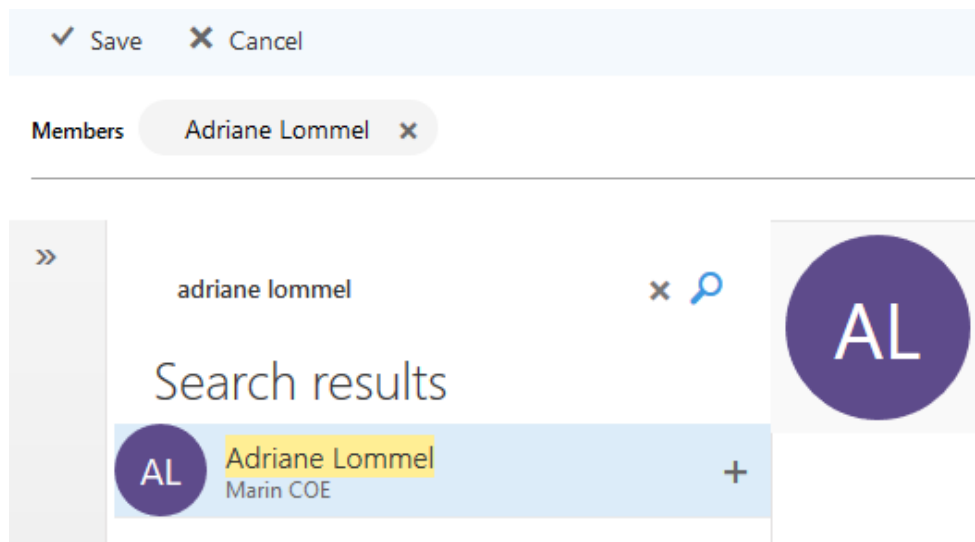
Search People

Directory By display name

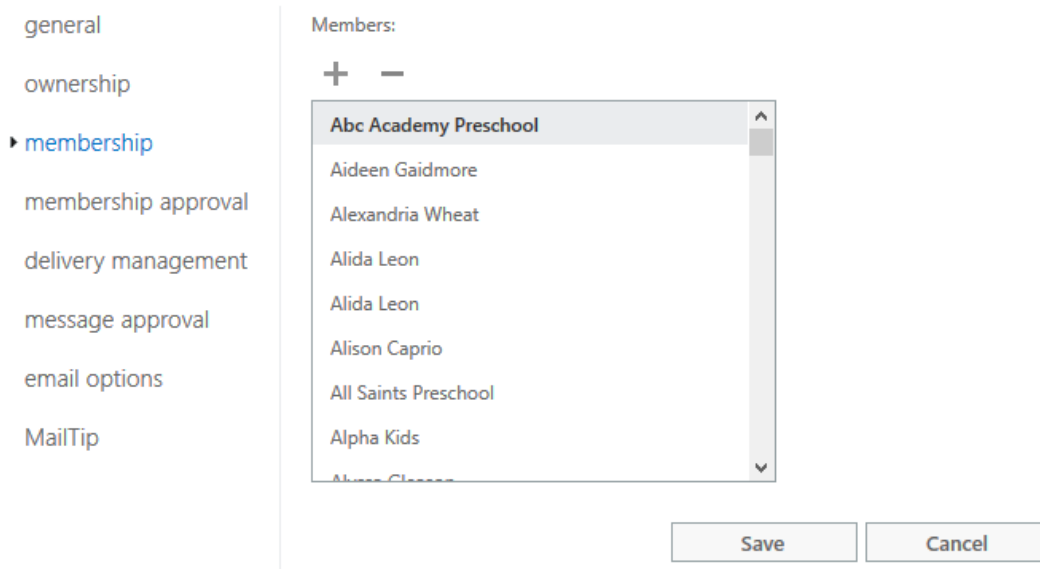
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7. Click on the **plus (+)** sign to the right of the Contact's name you wish to add and then click **Save** (located on top-left), and then **Save** again.



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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.