Office 365

Modifying Distribution Lists

Last revised: May 2018
Last reviewed: May 2018
Next review: As needed

Information Technology Division

This overview document provides information on modifying distribution lists in Email Online.

Email Online – Modifying Distribution Lists

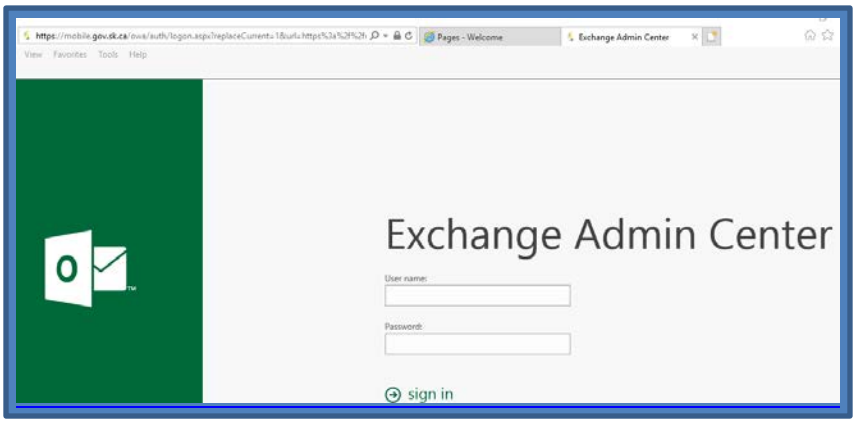
Introduction

If you are the owner of a distribution group or list, and your ministry has been migrated to Email Online, the process for adding and removing members to your distribution groups has now changed.

You will no longer be able to modify your distribution lists directly in Outlook, but you will be provided with limited access to the Exchange Admin Center in order to continue making modifications to your distribution lists without having to submit a Service Request to ITD.

How to Access Exchange Admin Centre

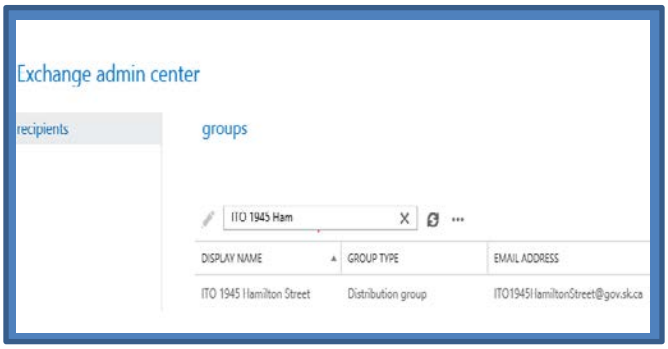
1. Browse to https://mobile.gov.sk.ca/ecp/ The log-in page should appear like below.



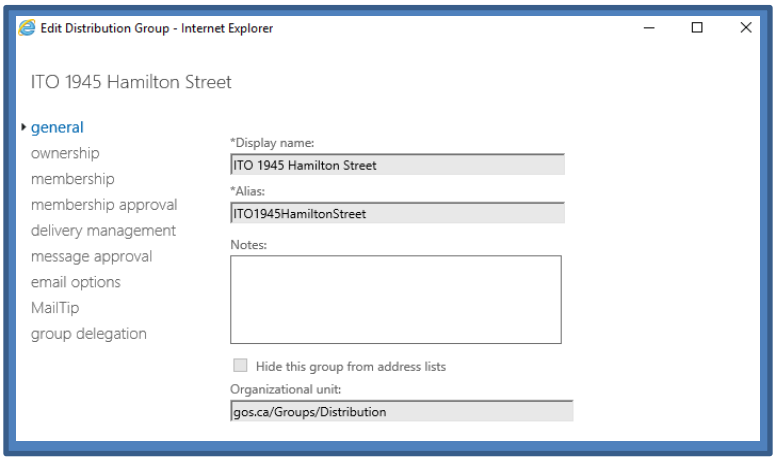
2. Log in. The username is your GOS username (e.g. jdoe2@gov.sk.ca). Your password is your GOS network password. This will present you with a page with basic tools and a list of all the distribution groups.

3. Click the Search button. This will provide you with a search field, so that you can search for your individual Distribution Group by name.

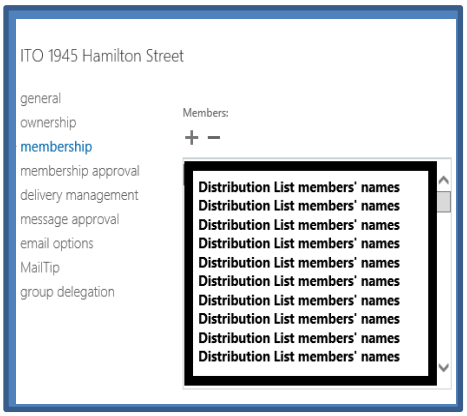
4. Type the Distribution Group name and press Enter.



5. Double-click on the Distribution Group you want to manage in the results list. A new window will open that will show you various properties for your individual distribution list. As a distribution list owner, you will be able to view information regarding ownership etc., but will only be able to utilize "Membership".

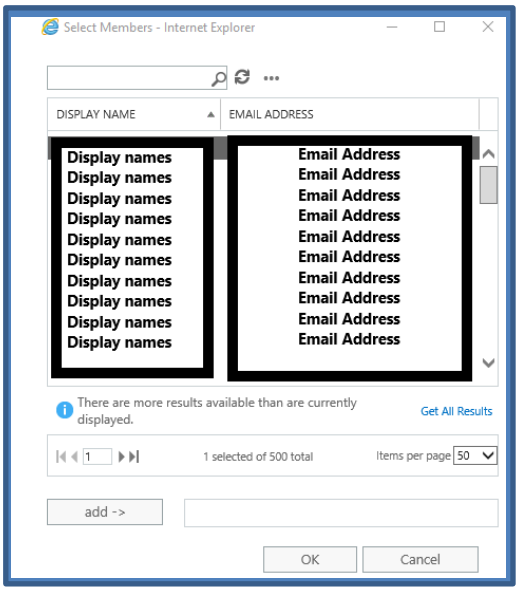


6. Click on "Membership" on the left-hand side. You should see all the members of your distribution group. You can add members by clicking **Add +**. You can remove a member by selecting a user in the member list and then clicking **Remove –**.

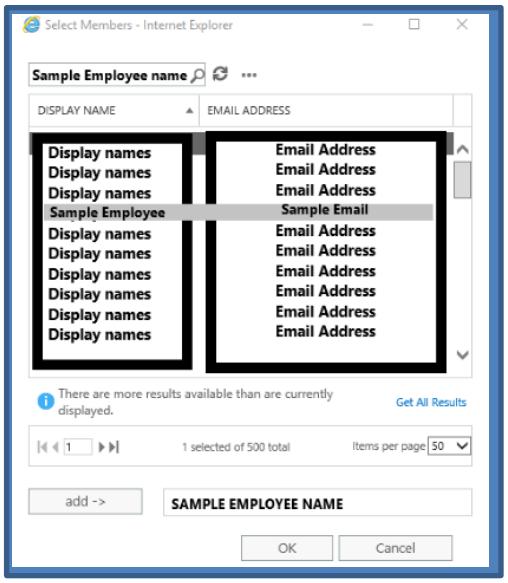


Adding members

7. Press the “+” Sign. A new window will pop up displaying all the available employee names from the global address list. Press the Magnifying glass to open the Search Field as before:

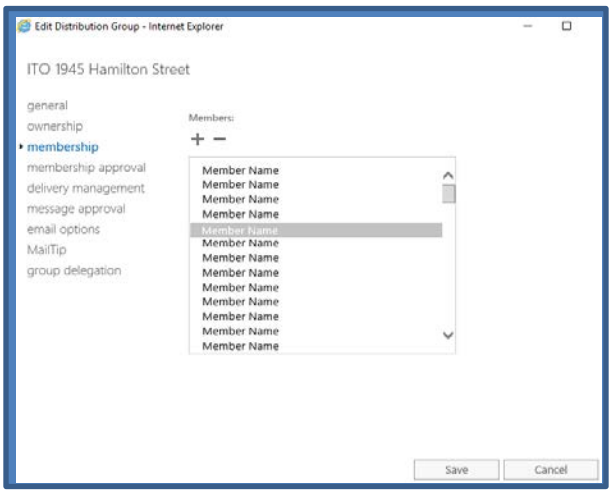


8. Enter the last name, first name or display name (e.g. “Smith, John CS”) of the employee you would like to add. Once you have located the employee, click on their name to highlight it and press “add” at the bottom. This will populate the display name into the “add” field to the right. You may search and add multiple employees like this. Once you have searched and added all the employees required, press “OK”, which will close the Add Screen, then “Save”. The employees selected are now added to the distribution group.



Removing members

To remove a member, from the member list, simply click to highlight the employee you want to remove and press "**-**". This will immediately remove the employees name from the member list. Click "Save" once you have removed all the required members.



Once all changes are complete, you may close the window normally.

Form Revision History

Date	Change Author	Notes of Changes
2018-05-24	Art Newton	Updated and Rebranded