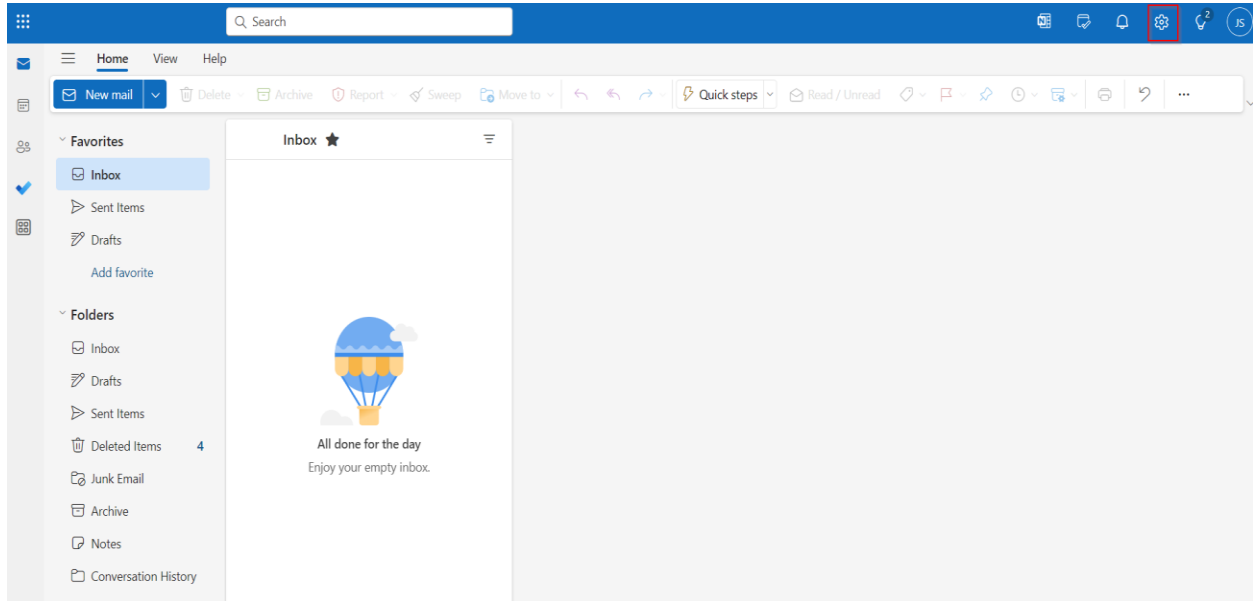


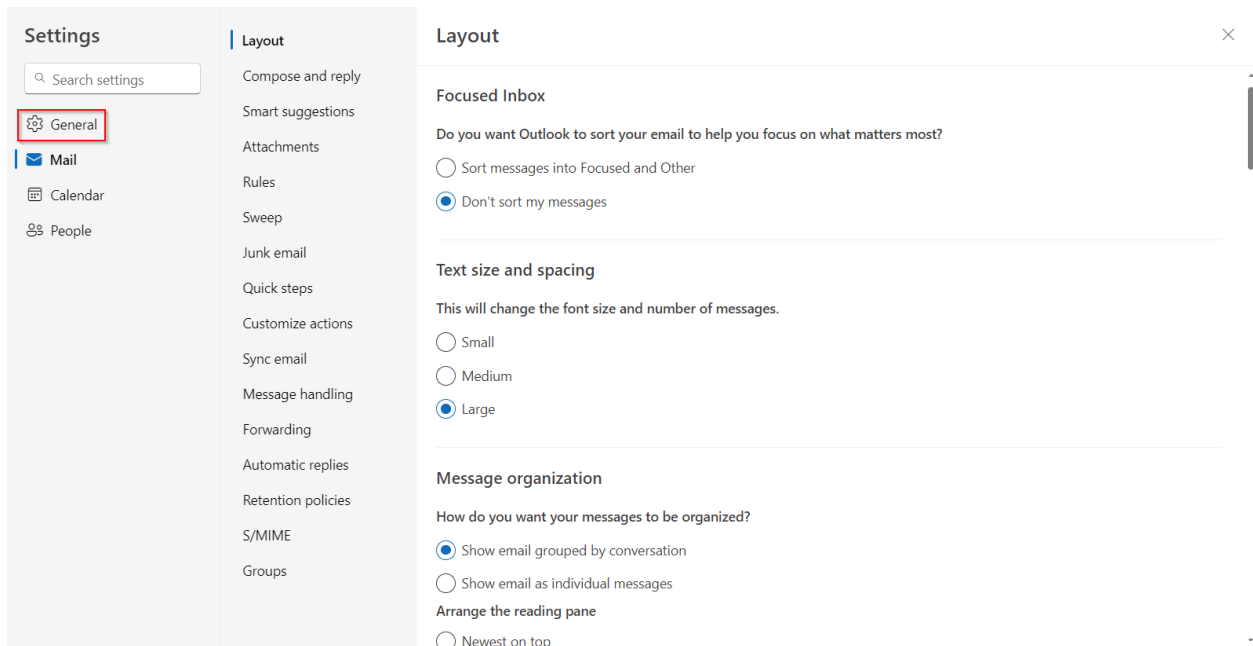
Managing Members of a Distribution List

Note: managing members of a distribution list is only possible through the Outlook web application. It is not possible to complete these processes through the desktop application.

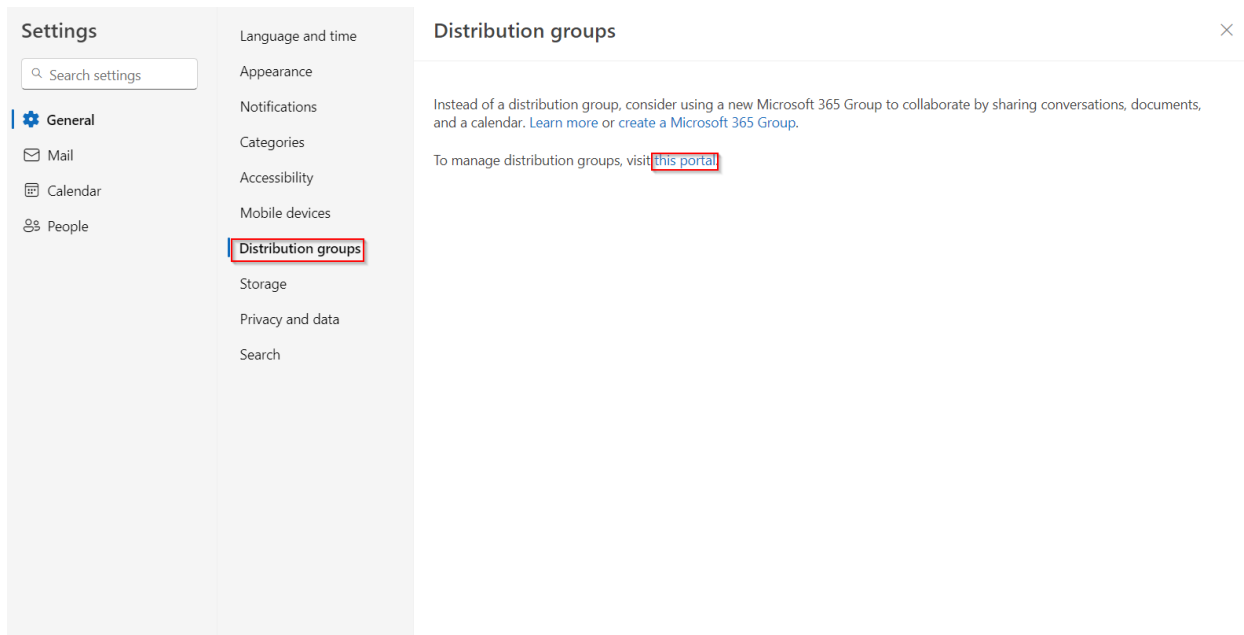
1. Navigate to <https://mail.hanover.edu> and sign-in with your Hanover credentials. Click the gear icon in the upper right corner.



2. Open the “General” section of settings on the left side of the popup.



3. Navigate into the “Distribution groups” subsection and then click on the “this portal” button.



4. Under the “Groups I Own” section, click on the name of the group you’d like to edit membership for, and then select the “Edit” button that looks like a pencil.

Distribution groups I own



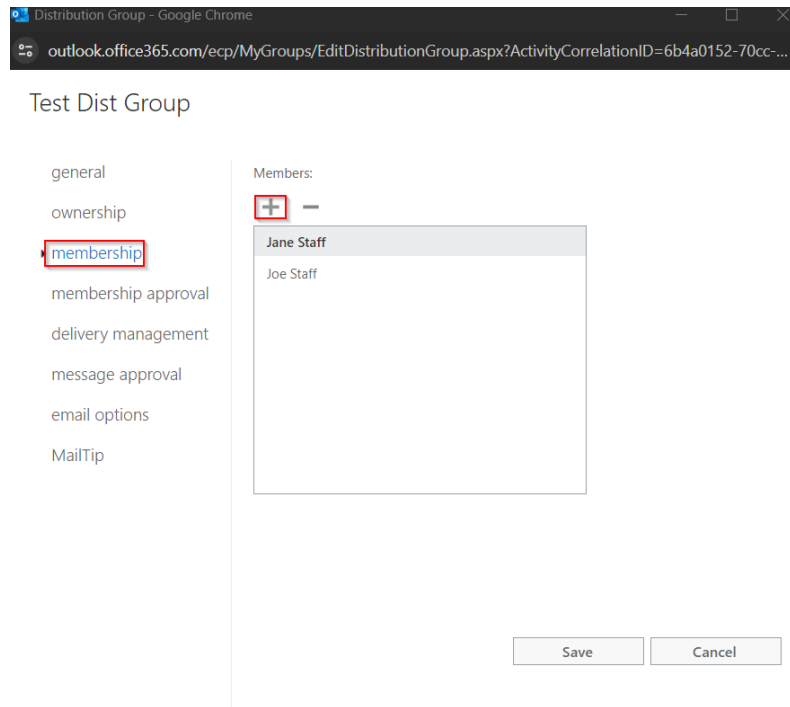
Type the name of the list you're looking for

Display name	Email address
Test Dist Group	testdistgroup@hanover.edu

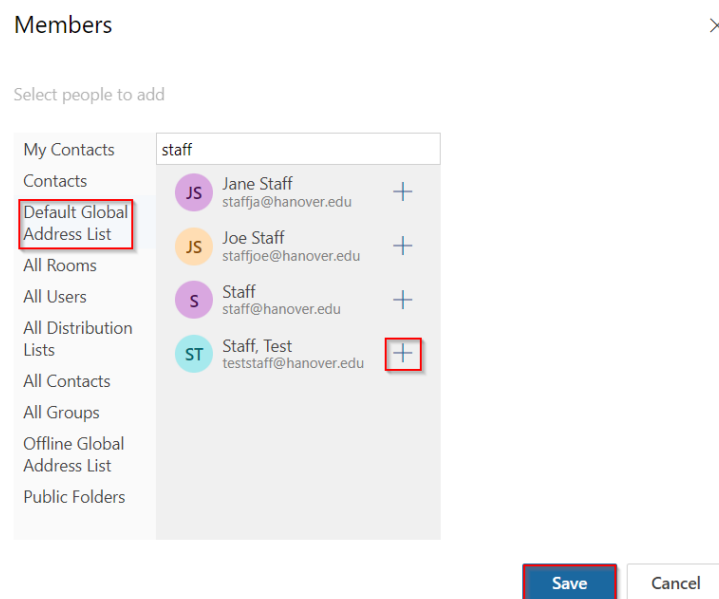
You will be redirected to a page where you can view and change all of the settings for your group. To add/remove members, click on the “membership” heading.

To Add New Members:

1. Inside the “membership” section of the group settings, click on the “+” icon to add members.

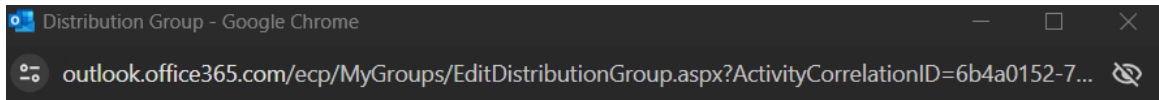


2. We recommend using the “Default Global Address List” to search for the name of the person(s) you would like to add to the group. When you have located the person(s) click the “+” icon next to their email address. Then hit the “Save” button to finish this process.



To Remove Members:

1. Inside the “membership” section of the group settings, click on the name of the person(s) you would like to remove, and then click the “-” icon to remove them. Don’t forget to hit the “Save” button when you are finished to complete these changes.



Test Dist Group

general

ownership

► membership

membership approval

delivery management

message approval

email options

MailTip

Members:

+

-

Jane Staff

Joe Staff

Save

Cancel