Distribution List Management
# in Exchange 2010 /Outlook Web App

Distribution List management is now done through Outlook Web App in Exchange 2010. The interface for this is very easy to use and offers much more control than just adding/removing people from lists in Outlook.

You can delegate control of the list to other staff members, change who is allowed to send to the list, and even set up a message "approval" process to monitor what is send to the list.

To Manage Your Lists:

1. Log into https://owa.laca.org/

2. Go to "Options….See all options" in the upper right.

3. Click on "Groups" from the menu on the far left.

4. On the right side of the screen will be "Public Groups I Own".
   You should see all your lists there. If any are not available, please send a message to email@laca.org and let us know what lists you need access to.   Also let us know if you need new lists created.

5. Double Click a list (or highlight a list and hit "Details") to make changes.   This will open another window as shown in the example below. Clicking "Membership" will let you add/remove people.
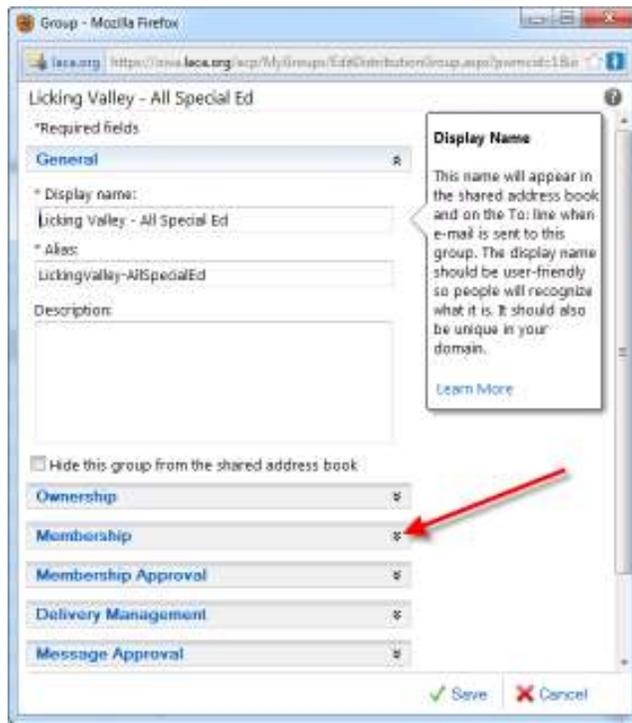
Some other things you can do from here are:
1. If you want to delegate management of a list to someone, just add them as another OWNER and they will then be able to manage the list through OWA just like you are doing. Don't remove yourself, just add the additional person as an additional owner.
2. Delivery Management – You can control who can send to a list if you don't want everyone to be able to use it.
3. Message Approval – messages must be reviewed/approved (moderated) before being delivered to a list.
4. If a list is no longer needed, you can delete it by clicking the "X" after highlighting the list you no longer need. NOTE: The list will not be recoverable if you do this.