

# Guidelines for Distribution List Administration

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## Introduction

The term **Distribution List** refers to a function in Microsoft (MS) Outlook that allows emails and meeting requests to be sent to a group of users.

Distribution lists can be used for replicating a department's organisational structure to provide an easy way to send email to a group of people. If you frequently send email messages to a group of staff, a Distribution list including all the members in a team may be created for you to manage. Many distribution lists already exist for business areas, and sections or teams within specific business areas. You can check the **Global address List** (GAL) in MS Outlook for existing distribution lists.

Distribution lists can be used by Share Administrators (SAs) to manage members in a group to receive email as well as manage permissions to folders on the **S drive** for their business areas.

Distribution list assistance is available by contacting the [DIT Service Desk](#).

## Distribution List Access

SAs have administrative rights to each of the distribution lists for which they are responsible. To view and use distribution lists; staff must be on an Outlook Exchange Server and be a member of the individual Faculty/School/Offices/Division/Institute/Centre.

Administrative access to distribution lists in other areas may be available following consultation with the Division of Information Technology (DIT). It may be possible to have 'hidden' lists created in special circumstances.

It is also possible for users to add existing distribution lists and nest them within other larger lists, e.g. a specific campus list can be added as a sub-list of an overall University list.

**Note** - if you add the whole University list mentioned above to a folder, all the sub-lists will have the same permissions.

## Shared Administrator Responsibilities

SAs will have responsibility for:

- Adding and removing staff members in the Distribution Lists for their business area
  - Contributing to the accuracy of personal details (such as phone extension, room and building number) by advising staff in their area to update information as required in the Self Service communications directory or contacting the DIT Service Desk
- Note** – It is the responsibility of all users to keep contact details current and
- Requesting the creation and deletion of Distribution Lists through the DIT Service Desk

## Examples of Distribution Lists

- All staff in business area
- All Wagga staff in business area
- All Bathurst staff in business area
- All Albury Wodonga staff in business area

**Div-HumRes-ALL**  
**Div-HumRes-WW**  
**Div-HumRes-Ba**  
**Div-HumRes-Al-Th**

## Viewing Distribution List Members

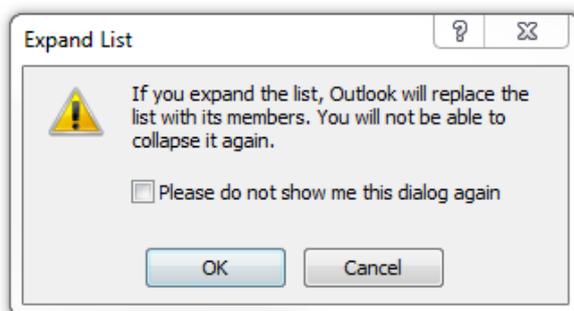
1. Open a **'New message'** in Microsoft Outlook
2. Type the name of the distribution list in the **'To'** field of the new email, or click the **'To'** button in the new email to display the GAL and find the distribution list required. Names are displayed in alphabetical order. Typing the first few letters will display names with those letters at the top of the list

**Note** - the recipients of this email will see just the Distribution List name.

3. To see who is in the Distribution List you can expand the list by clicking on the **+ sign**



4. Select **'OK'** to expand the list



The names of the members in the distribution list will now appear rather than the distribution list name.

For example: [Bennett, Tammy; Meekin-Sutherland, Shane; Oliver, Anthony](#)

Distribution lists from the GAL can be used in emails, meeting requests and with other personal distribution lists if you have created them.

**Note** - only SAs have access to alter your area's official distribution lists.

## Creating a Distribution List

Requests to have a new distribution list created can be made by contacting the DIT Service Desk.

**Note** - it is important to check if there is already an existing distribution list with the group of staff required.

Your request should include:

- the preferred name of the distribution list
- the name of the staff member/s who will manage the distribution list. Generally, SAs are responsible for their business area's distribution lists
- the reason/business function the Distribution list is required.

**Note** – Staff can create their own personal distribution lists

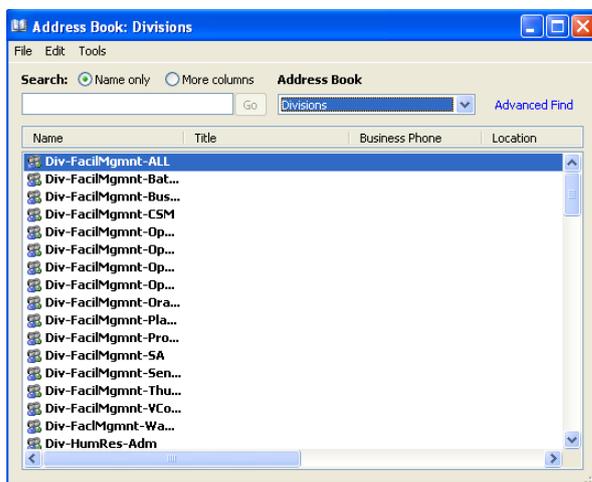
Once approved, the distribution list will be created for you to populate with your staff members' details.

## Adding Staff to a Distribution List

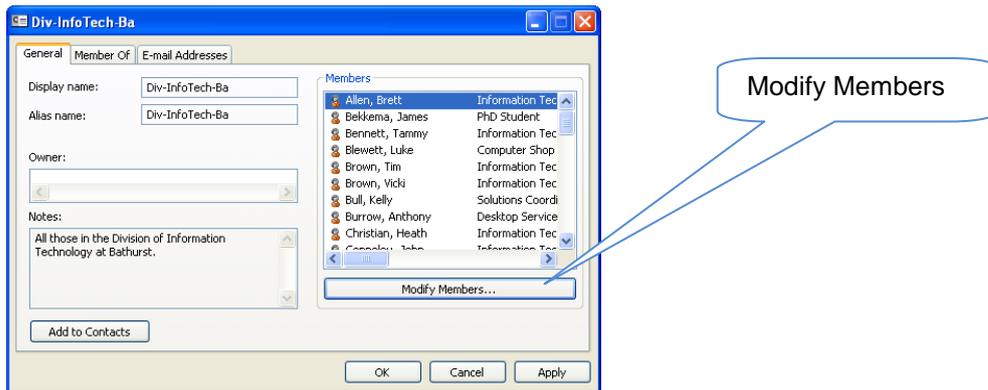
1. Open MS Outlook
2. Open the **Address Book** in Outlook by clicking on the Address Book icon



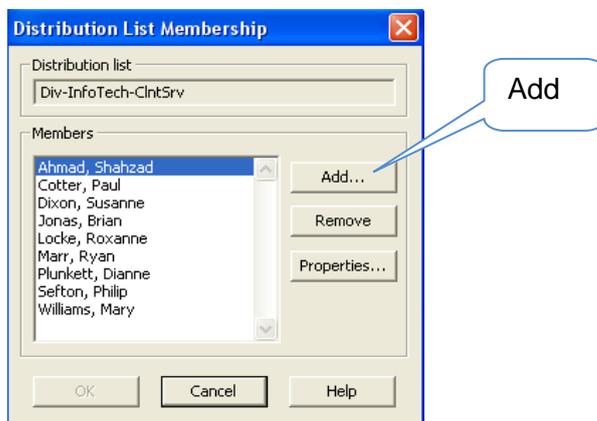
3. Locate the distribution list in the GAL that you wish to add a member/s to
4. Double click on the selected distribution list



5. Click on '**Modify Members**'

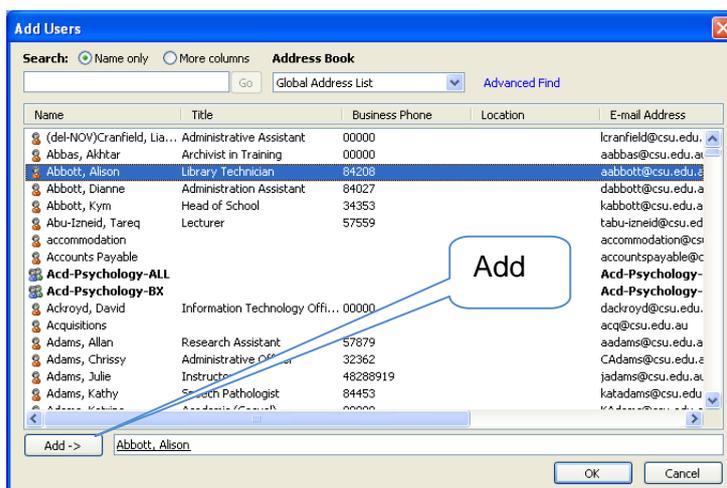


6. Click 'Add'



7. Locate the staff member in the Add Users box.

8. Add the staff member to the Distribution List by either clicking on the staff members name and selecting 'Add', or by double clicking on the staff members name.



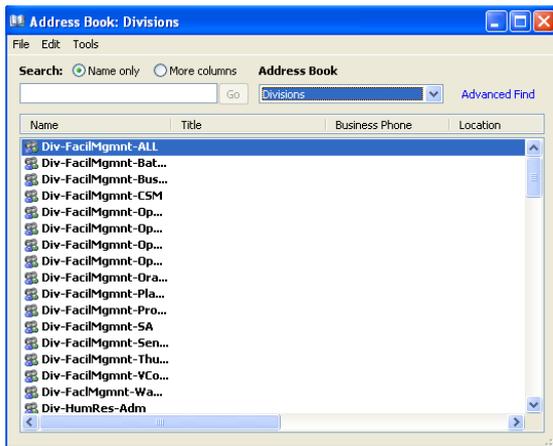
9. To save your changes - click 'OK' and click 'OK' again. Lastly, click 'Apply' and then click 'OK', to close all required windows.

## Remove Staff from a Distribution List

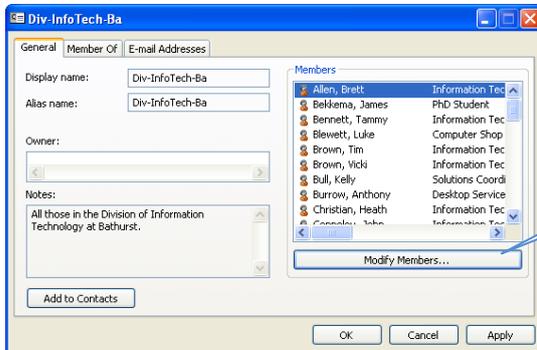
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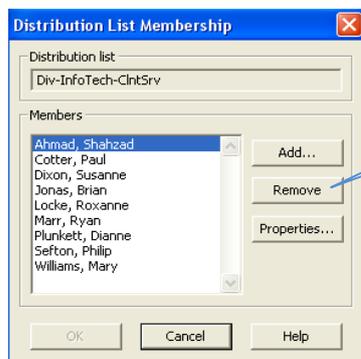
3. Locate the distribution list in the GAL that you wish to delete the staff member from
4. Double click on the selected distribution list



5. Click **'Modify Members'**



6. Select the staff member to remove



7. Click **'Remove'**
8. To save your changes - click **OK**, then **Apply** and click **OK** once more to close all open windows