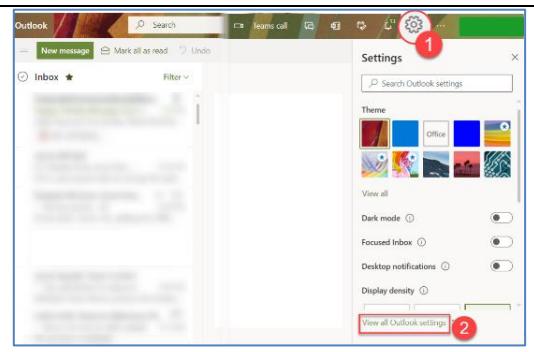
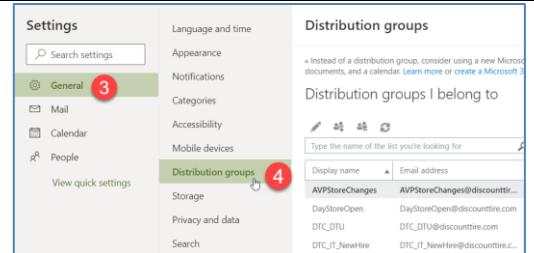


Manage Microsoft Outlook Distribution Lists QRG

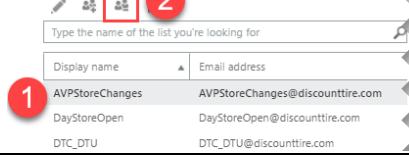
Introduction	Manage Microsoft Outlook Distribution List memberships from the Outlook Distribution Groups screen. <ul style="list-style-type: none"> Leave distribution groups Change ownership or membership of a group
---------------------	--

Access the Distribution Groups Screen	Access the Outlook Distribution Groups screen from Outlook Web Access. <p>A) Go directly to your Distribution Groups: https://outlook.office.com/mail/options/general/distributionGroups</p> <p>B) Browse manually:</p>
--	---

Step	Action
1	Go to Outlook Web Access (https://outlook.office.com) and click the Settings icon.
2	Select View all Outlook settings .
3	Select General .
4	Select Distribution groups .

Step	Action
1	From the Distribution Groups screen, under the "Distribution groups I belong to" section, select group(s) you want to leave (Ctrl+Left click to select multiple).
2	Select the Leave  button.



Change Ownership or Membership of a Distribution Group	Step	Action
	1	<p>Group owners can change their group's owners or members.</p> <p>From the Distribution Groups screen, under the "Distribution groups I own" section, double-click the group you want to change.</p>
	2	<p>Select either ownership or membership based on what you want to change.</p>
	3	<p>To add a user, select the + button.</p> <p>To remove a user, select the - button.</p>
	4	<p>Select Default Global Address List.</p>
	5	<p>Search for or scroll to find the contact you want.</p>
	6	<p>Select the + (or -) button next to the contact. Continue selecting until your list is complete.</p>
	7	<p>Click Save.</p>

Contact

Contact support@discounttire.com if you have questions.