

## Manage Microsoft Outlook Distribution Lists QRG

### Introduction

Manage Microsoft Outlook Distribution List memberships from the Outlook Distribution Groups screen.

- 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.


#### A) Go directly to your Distribution Groups:

<https://outlook.office.com/mail/options/general/distributionGroups>

#### B) Browse manually:

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

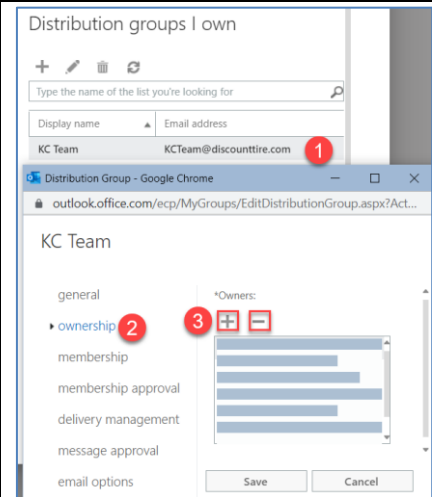
### Leave a Distribution Group

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	Select either <b>ownership</b> or <b>membership</b> based on what you want to change.
3	<p>To add a user, select the <b>+</b> button.</p> <p>To remove a user, select the <b>-</b> button.</p>
4	Select <b>Default Global Address List</b> .
5	Search for or scroll to find the contact you want.
6	Select the <b>+</b> (or <b>-</b> ) button next to the contact. Continue selecting until your list is complete.
7	Click <b>Save</b> .



## Contact

Contact [support@discounttire.com](mailto:support@discounttire.com) if you have questions.