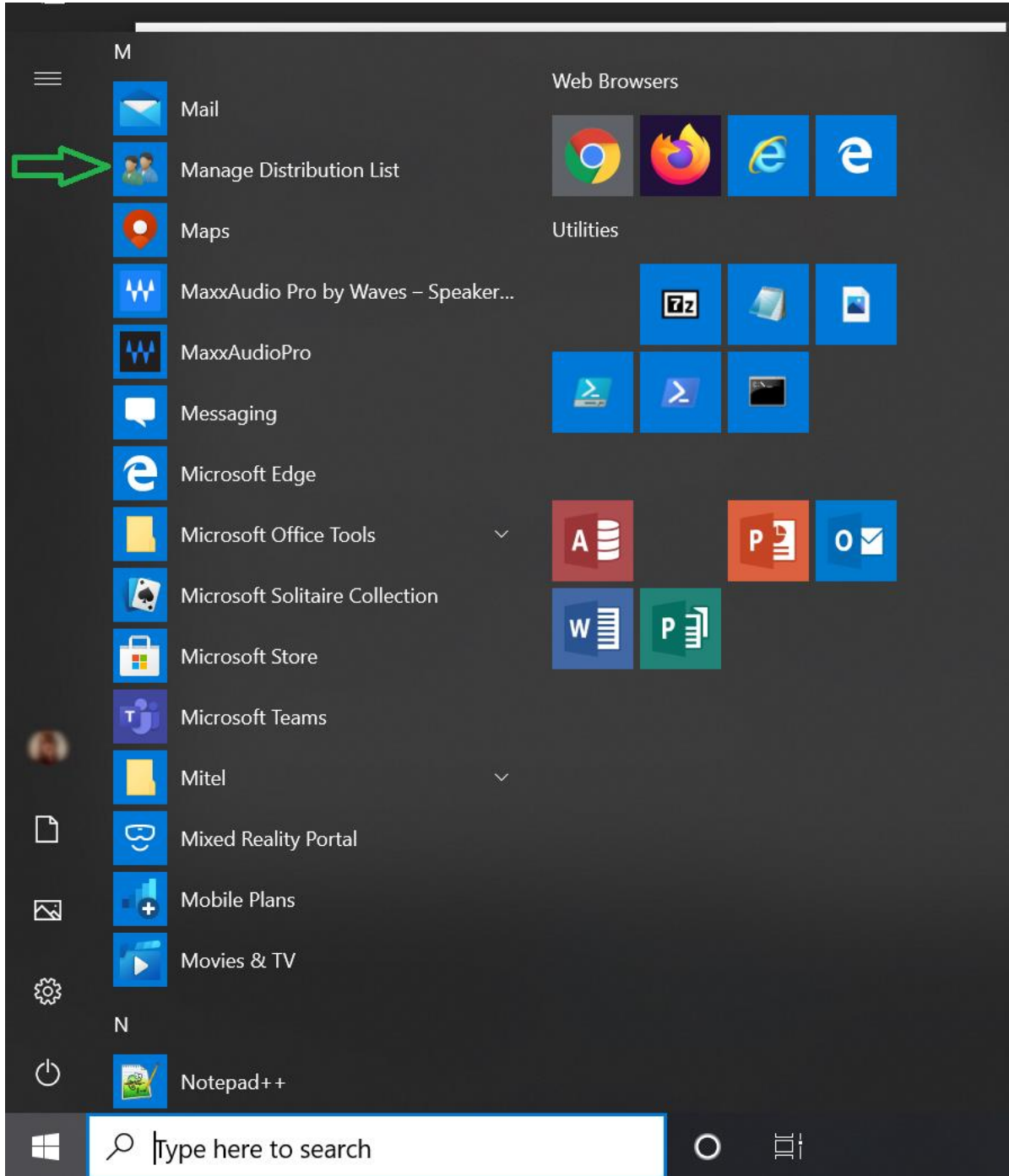
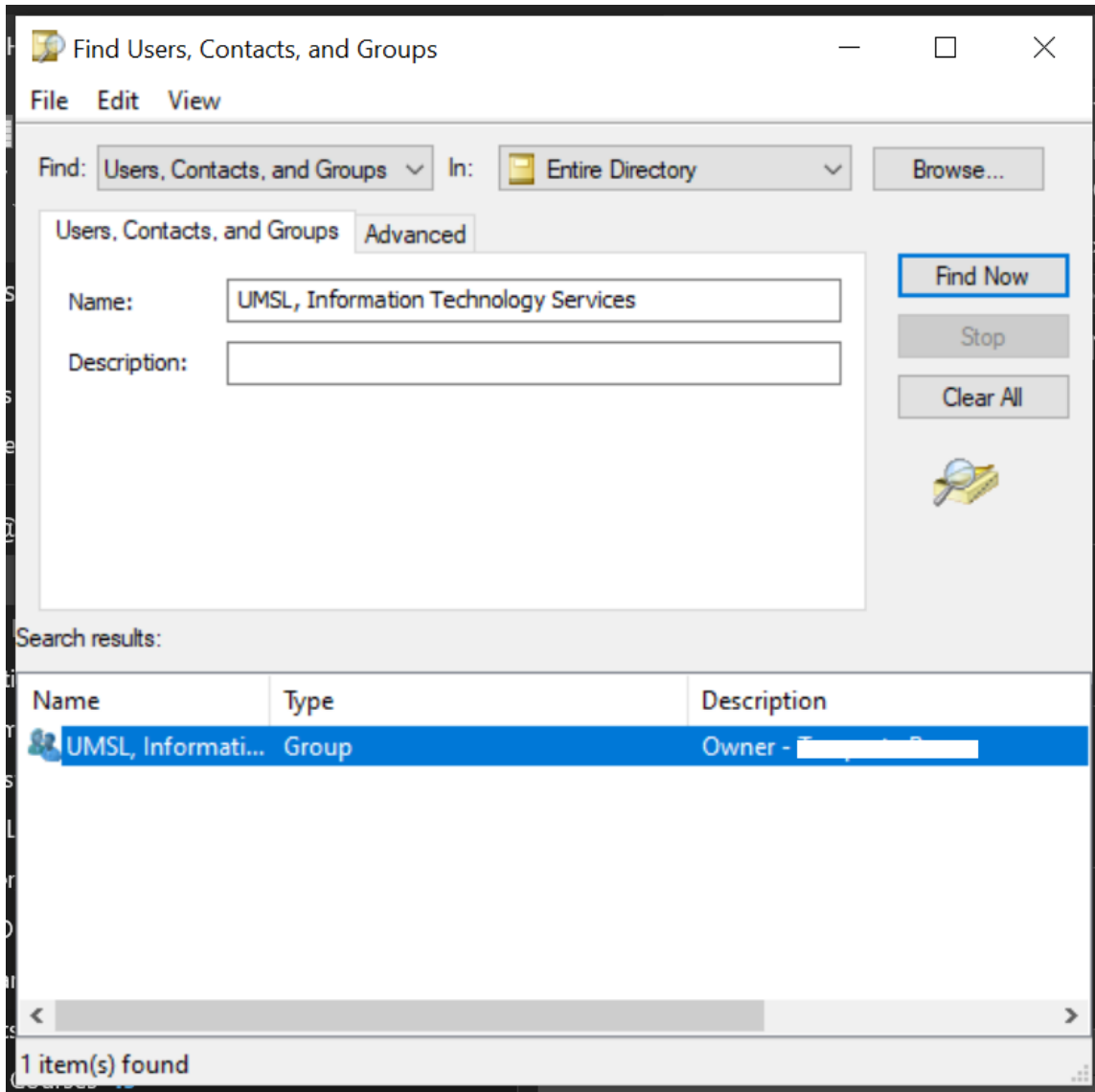


Notes: A user with edit access to the Distribution List will need to be logged into the Windows PC the below steps will be performed on. The PC will also need to be on the UM-AD domain and either connected to campus Ethernet or VPN.

- 1.) Search for and select the 'Manage Distribution List' application in the Windows search menu.

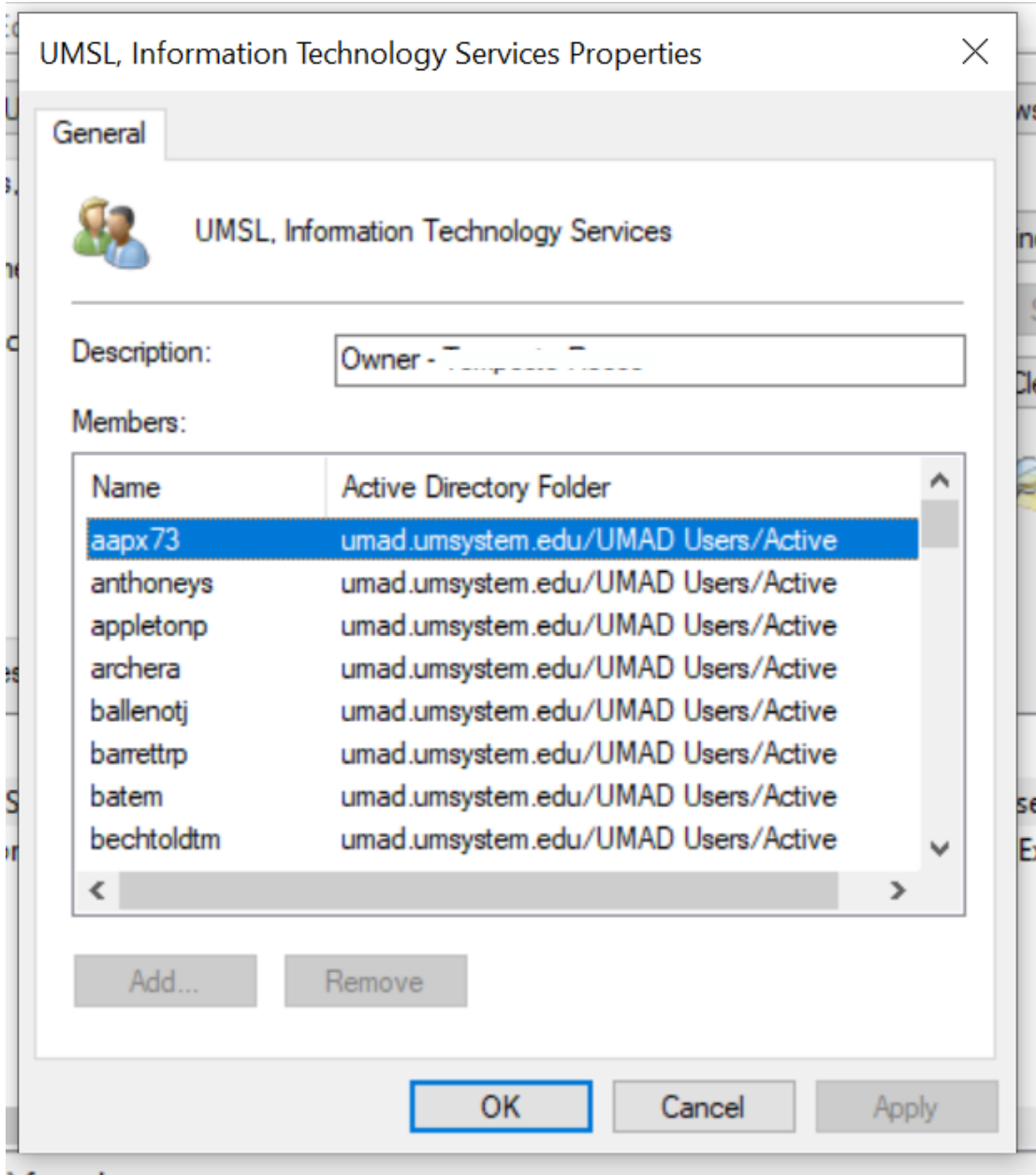


- 2.) A window entitled 'Find Users, Contacts, & Groups' should appear. A Distribution List can be found by entering the DL's name in the search bar and selecting 'Find Now'.



3.) Double-click the DL in the search results to open the group window and view the directory members listing.

Note: If the Add and Remove options in the bottom-left corner are grayed out, it's likely the account currently logged into the PC doesn't have access to edit the DL, ex. below.



4.) To remove a user: click/highlight the user in the DL directory listing and select 'Remove' then 'Yes' when prompted and 'OK' to save changes.

To add a user: Select 'Add...' and the below window should appear. Enter the user's SSO ID and select 'Check Names' & 'OK' to save changes.

Select Users, Contacts, Computers, Service Accounts, or Groups

Select this object type:

Users, Service Accounts, Groups, or Other objects

Object Types...

From this location:

umad.umsystem.edu

Locations...

Enter the object names to select (examples):

aapx73 (aapx73@umsystem.edu)

Check Names

Advanced... OK Cancel