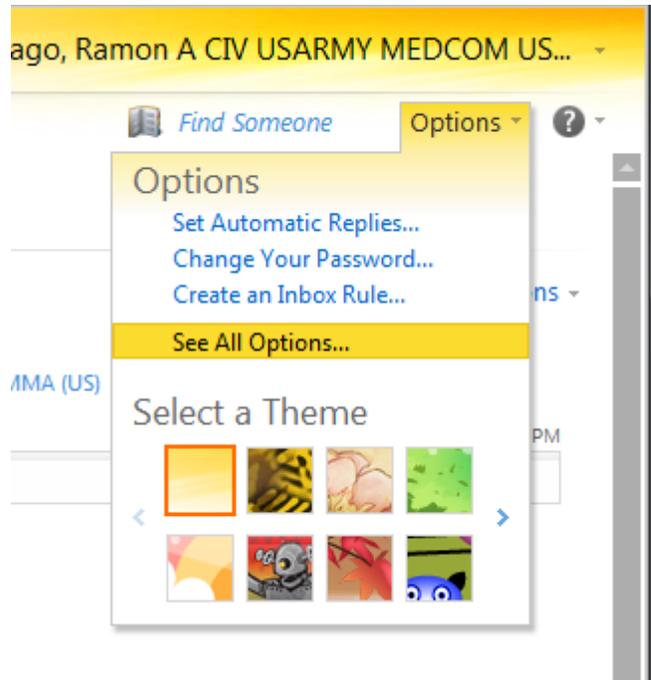


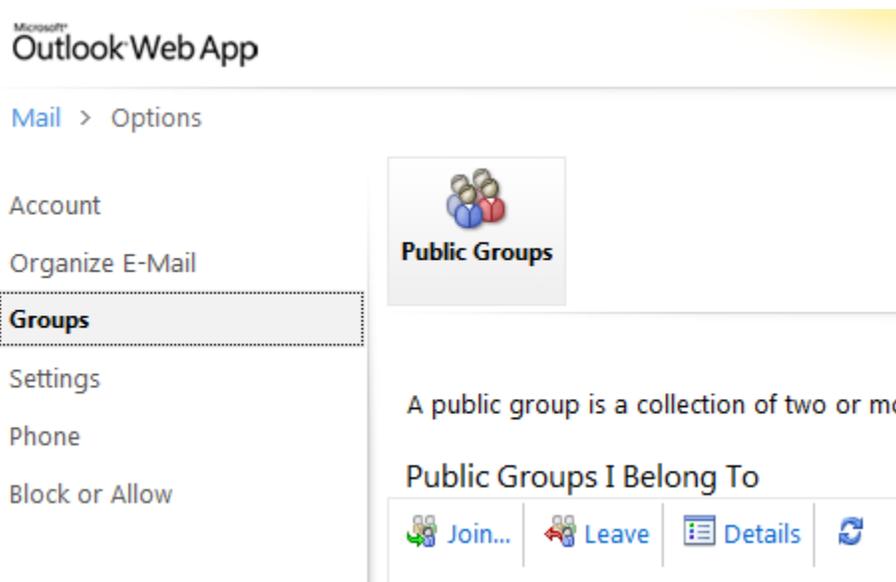
Distribution List Management

Distribution List Owners can manage their assigned lists, membership and message settings via Outlook Web Access (OWA). Currently OWA is the only method of managing Distribution Lists. To access the OWA List Management Console:

- 1) Login to OWA: [OWA](#)
- 2) Locate the “**Options**” button near the upper-right-hand corner of the screen, then select “**See All Options...**”



- 3) Select “**Groups**” located on the Left column

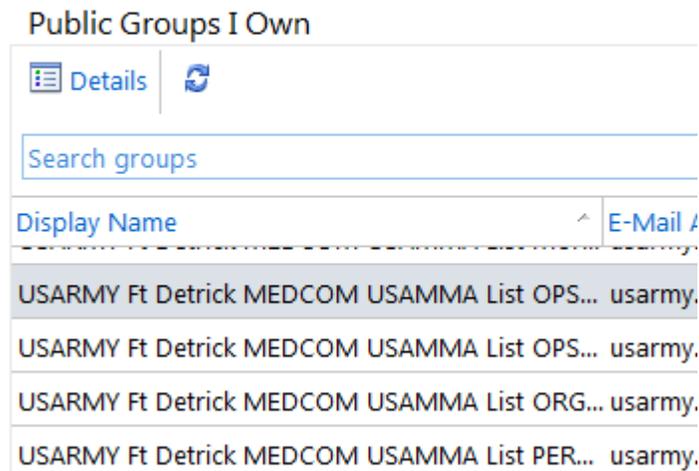


- 4) . **“Public Groups I Belong To”** is a list of Distribution Lists of which the user is a member. Only personal membership to Distribution Lists may be managed here.



- 5) Distribution Lists or Groups available to manage are displayed under the **“Public Groups I Own”** section

ear in the address book for others to use. Group owners can



- 6) Locate and select the desired List/Group, then Select “**Details**” or double-click on the List/Group name to open a management window

USARMY Ft Detrick MEDCOM USAMMA List Vaccines

*Required fields

General

* Display name:
USARMY Ft Detrick MEDCOM USAMMA List Vaccines

* Alias:
usarmy.detrick.medcom-usamma.list.vaccines

Description:

Hide this group from the shared address book

Ownership

Membership

Membership Approval

Delivery Management

Message Approval

E-Mail Options

✓ Save | ✗ Cancel

100%

- 7) **Make sure to add Distribution List Owners to the Membership List for access to the mailbox in Outlook.**