

How to manage distribution lists.

1. Make sure you start with the website email. (not Outlook)
2. Then in the upper right hand corner click on "Options" and then on "See All Options..."
3. Now over on the left hand side there is a link called "Groups" to click on. After a few seconds you will see a list of groups that you Belong to and a second list of "Public Groups that I Own" on the right.

Outlook Web App | sign out | Jake Enns

Mail > Options | My Mail ?

Account
Organize E-Mail
Groups
Settings
Phone
Block or Allow

Public Groups

A public group is a collection of two or more people in an organization's shared address book. You can create groups, which will appear in the address book for others to use. Group owners can restrict membership. You can also join or leave an existing group.

Public Groups I Belong To

Join... Leave Details

Search groups

Display Name	E-Mail Address
lantech	lantech@chinooksedge.ab.ca
rvssupportstaff	rvssupportstaff@chinooksedge.ab.ca
shssupportstaff	shssupportstaff@chinooksedge.ab.ca
virtual	virtual@chinooksedge.ab.ca

1 selected of 4 total

Public Groups I Own

Details

Search groups

Display Name	E-Mail Address
cremallstaff	cremallstaff@chinooksedge.ab.ca
cremelem	cremelem@chinooksedge.ab.ca
cremhigh	cremhigh@chinooksedge.ab.ca
cremmiddle	cremmiddle@chinooksedge.ab.ca
CREMteachers	CREMteachers@chinooksedge.ab.ca
rvsadmin	rvsadmin@chinooksedge.ab.ca
rvsall	rvsall@chinooksedge.ab.ca
rvssupportstaff	rvssupportstaff@chinooksedge.ab.ca
rvsteachers	rvsteachers@chinooksedge.ab.ca
shsadmin	shsadmin@chinooksedge.ab.ca
shsall	shsall@chinooksedge.ab.ca
shssupportstaff	shssupportstaff@chinooksedge.ab.ca
shsteachers	shsteachers@chinooksedge.ab.ca

1 selected of 13 total

4. Double click on the group that you want to manage. In this case “cremmiddle” and you will see this,

The screenshot shows a web browser window titled "Group - Google Chrome" with the URL <https://email.chinooksedge.ab.ca/ecp/MyGroups/EditDistributionGroup.aspx?pwmcid=3&id=8af2>. The page content is for a group named "cremmiddle".

Under the "General" section, there are fields for "Display name:" (cremmiddle) and "Alias:" (cremmiddle). There is also a "Description:" text area.

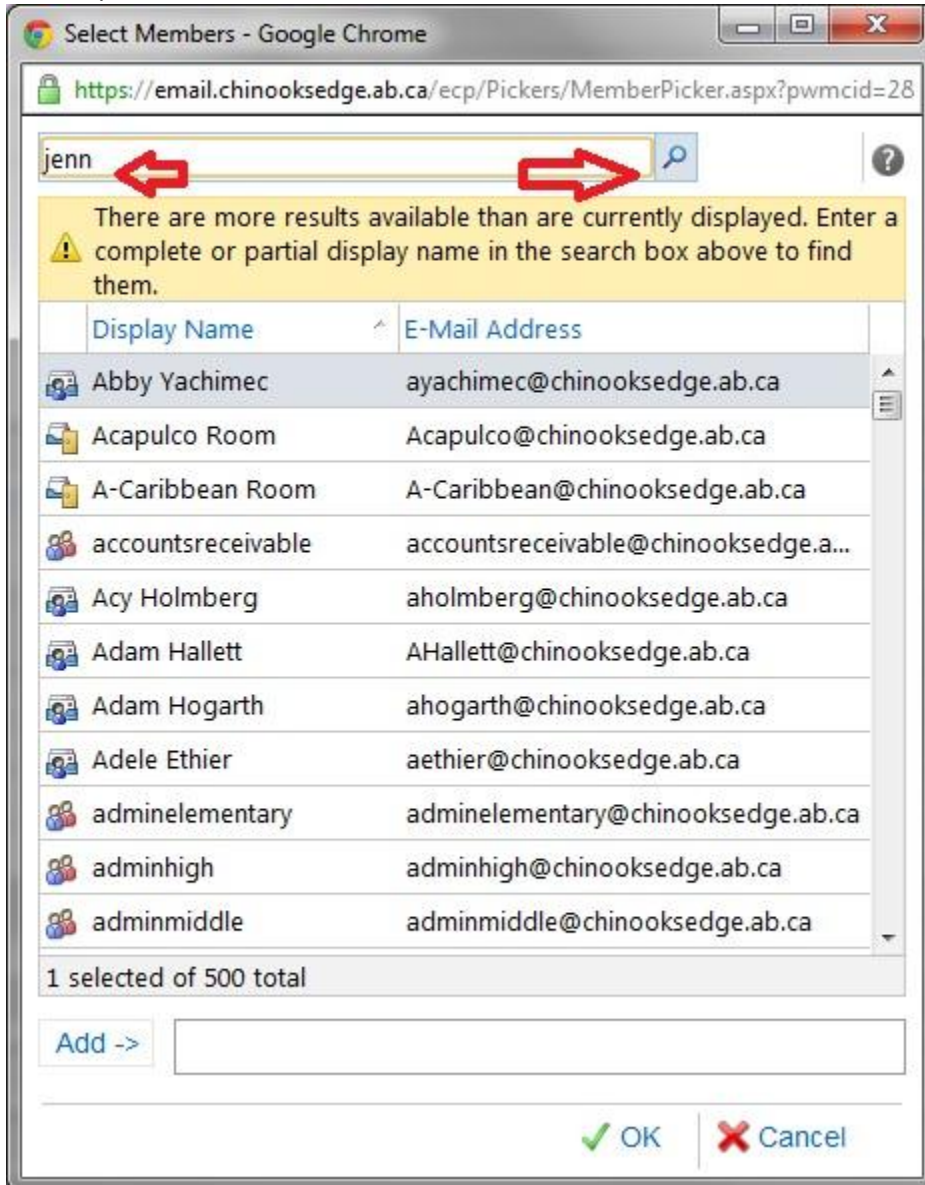
Under the "Ownership" section, there is a checkbox for "Hide this group from the shared address book" which is unchecked.

The "Membership" section is expanded, showing "Members:" with two buttons: "Add..." (with a green plus icon) and "Remove" (with a red minus icon). Below these buttons is a list of members: "Cathie Sutherland" and "Cherra-Lynne Olthof".

At the bottom of the page, there are "Save" and "Cancel" buttons. The browser's address bar at the bottom shows the URL <https://email.chinooksedge.ab.ca/ecp/MyGroups/EditDistributionGroup.aspx?pwmcid=3&id=8a...>

Choose either Add or Remove as needed To Remove you just highlight the name you want to remove and click on Remove.

5. If you click on Add a new window that looks like the following one will popup. At the top is a search bar where you can search for the person you want to add. You can either search for their full name or their username or just the first few letters of either. Once you have typed in your search name then click on the microscope icon to the right and it will find all names that match. Then select the correct person and click on Add at the bottom left. Then click on OK.



You can add a number of people before clicking on OK if you need to add more than one.

6. After clicking OK on the screen above you will be brought back to the main screen. Both for Add and Remove you need to make sure you click on SAVE at the bottom right or all your changes will NOT be kept.