

# EOAS Help Desk

Portal > Knowledgebase > Email, calendar, and contacts > How to manage and create distribution lists on EOAS Exchange mail

## How to manage and create distribution lists on EOAS Exchange mail

Tom Yerex - 2018-04-13 - 0 Comments - in Email, calendar, and contacts

### **Please note:**

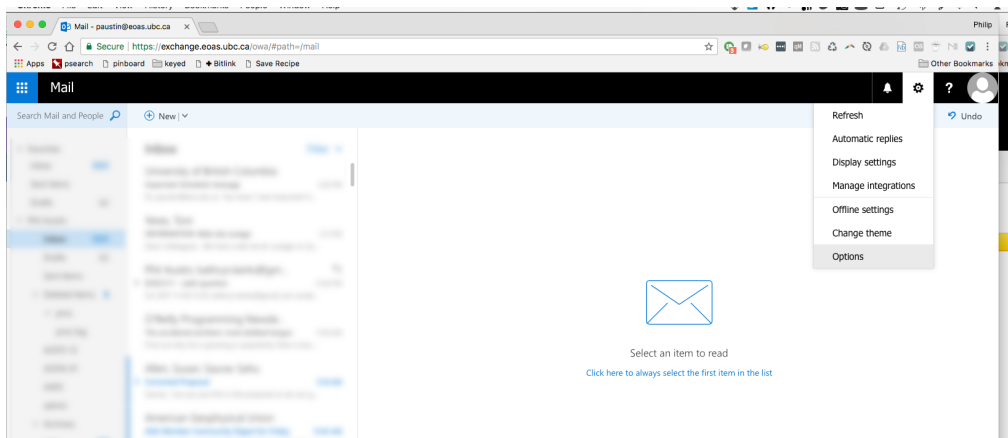
Exchange distribution lists are intended for faculty and staff within the Department of Earth, Ocean and Atmospheric Sciences.

If you need a list set up to correspond with external groups, i.e., you are corresponding with one or more people who do not have an email address ending with @eos.ubc.ca or @eoas.ubc.ca, please use UBC's Listserv service (information at <https://it.ubc.ca/services/email-voice-internet/mailing-lists>).

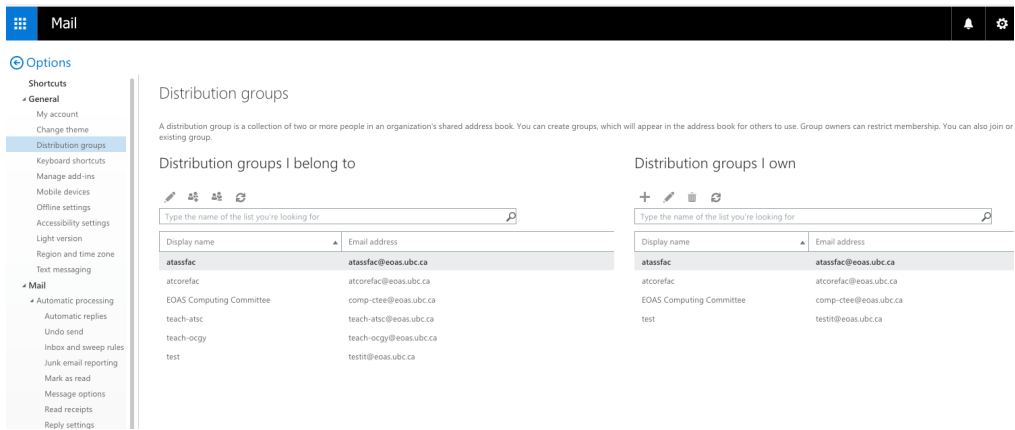
### Overview

The Department of Earth, Ocean and Atmospheric Sciences has a distribution list system that can provide the ability to correspond with a group via one email address. Information on the features of distribution lists in Microsoft Exchange, refer to Microsoft's web site at <https://bit.ly/2GZwDbB> (bit.ly link).

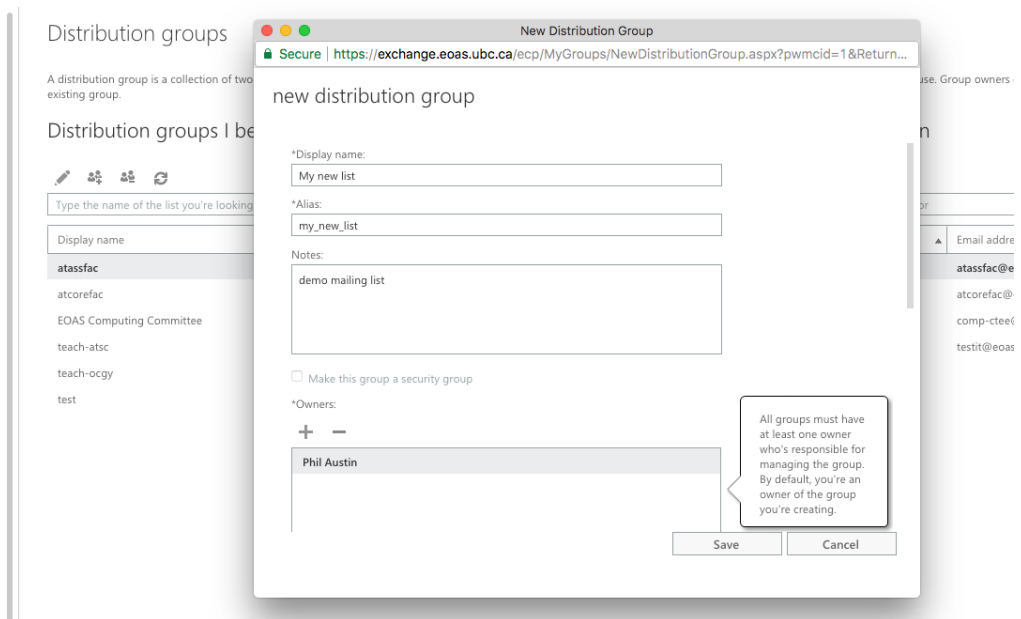
1. Use your EOAS user name and password to log into the web-email site at <https://exchange.eoas.ubc.ca>
2. Click on the options icon in the upper right hand corner of the page



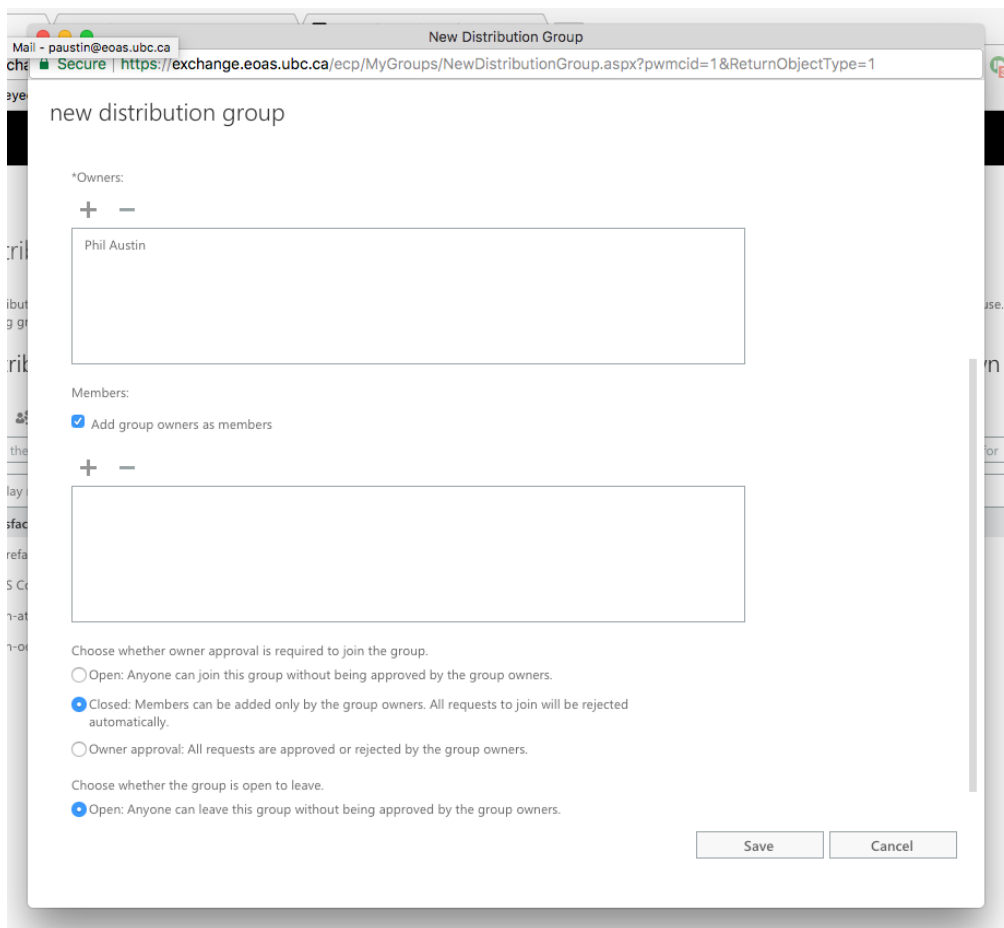
3. Select "general -> distribution groups" from the left hand side option menu



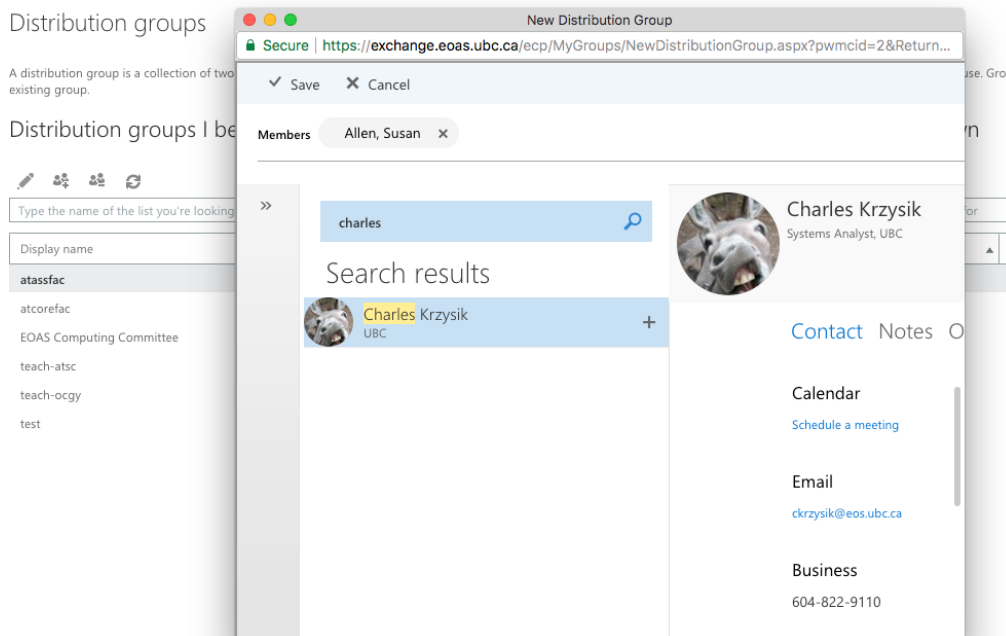
- Go to the right hand side ("distribution groups I own"), and click on the "+" to create a new list



- Scroll down the page to the "add members box". Select the appropriate options for owner approval, then select the "+" sign to add members:



6. Search for contacts by either name or email address.



7. When you refresh the page your new list should appear:

» 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

## Distribution groups I own



Type the name of the list you're looking for

- il address
- isfac@eoas.ubc.ca**
- xrefac@eoas.ubc.ca
- ip-ctee@eoas.ubc.ca
- new\_list@eoas.ubc.ca
- h-atasc@eoas.ubc.ca
- h-ocgy@eoas.ubc.ca
- it@eoas.ubc.ca

Display name	Email address
atassfac	atassfac@eoas.ubc.ca
atcorefac	atcorefac@eoas.ubc.ca
EOAS Computing Committee	comp-ctee@eoas.ubc.ca
<b>My new list</b>	<b>my_new_list@eoas.ubc.ca</b>
test	testit@eoas.ubc.ca