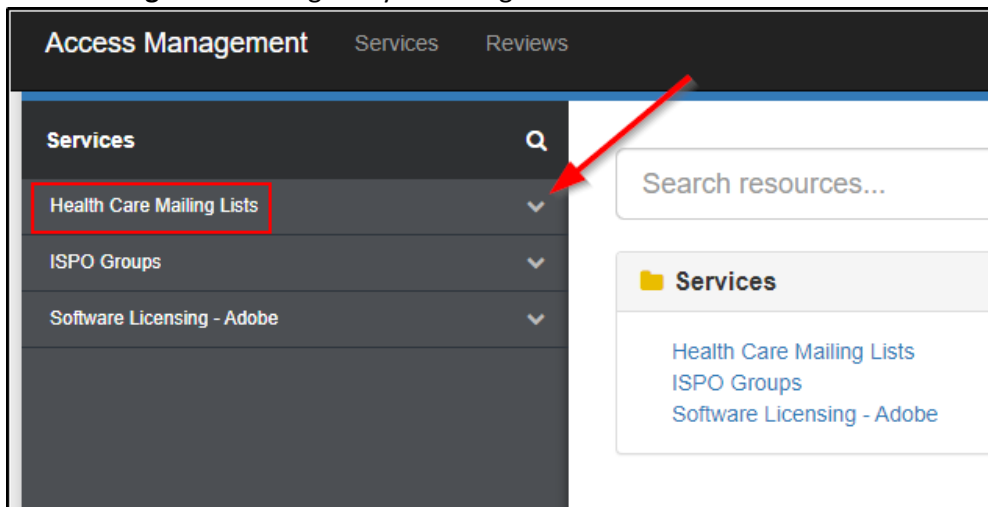


UIHC Office 365 Mailing List Management

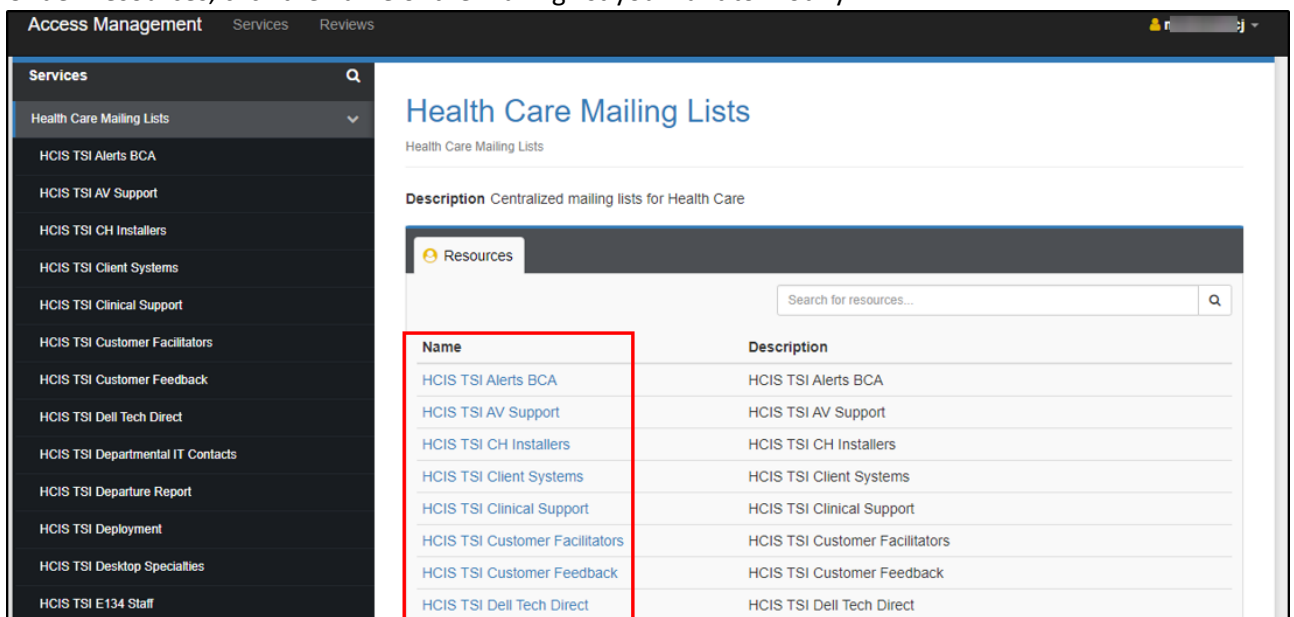
If you manage a mailing/distribution list in Outlook, you will need to make changes to the list through the Access Management website after migrating to Office 365. The steps below describe how to do this.

How to Add an Employee to a Mailing List in Office 365

1. To add an employee to a mailing list you manage, first navigate to: <https://iam.uiowa.edu/access>. It is recommended to bookmark this site.
2. Log in with your HawkID username and password, then authenticate with DUO.
3. This page below will be presented. Under Services on the left, click the drop-down arrow next to **Health Care Mailing Lists**. Mailing lists you manage will be shown here.

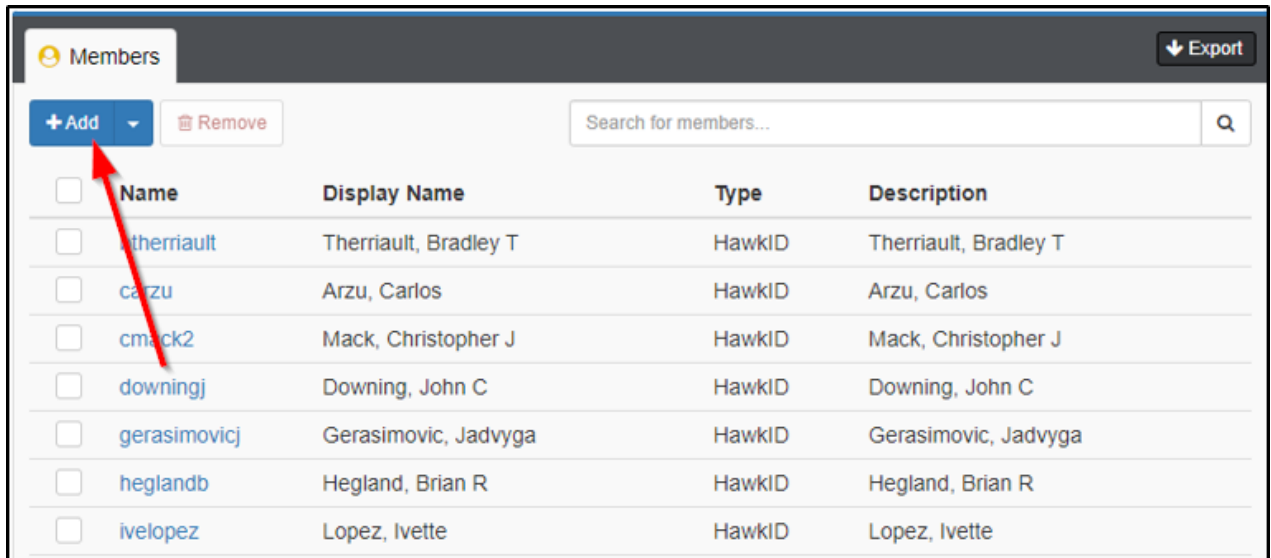


4. Under Resources, click the name of the mailing list you want to modify.



This will show all members of the mailing list you selected

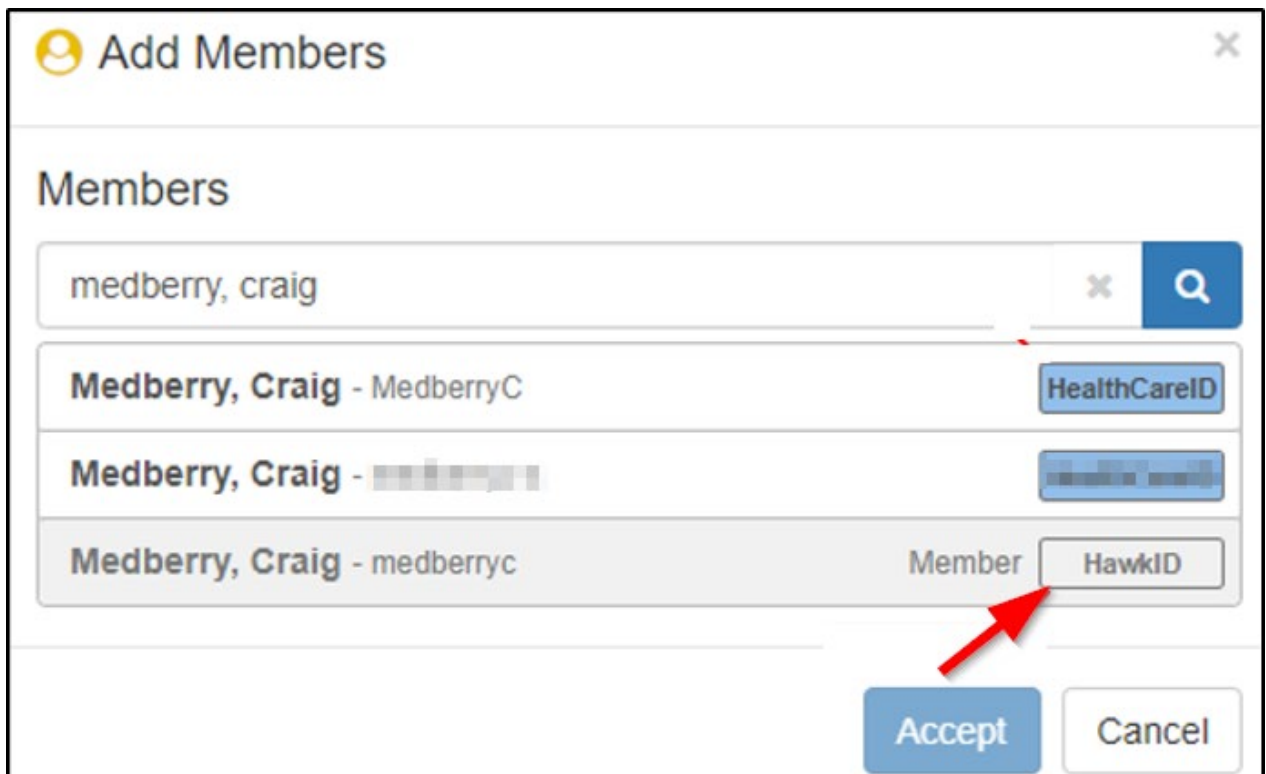
5. To add a new member, click the blue **+Add** button at the top which will present a search screen. Search for the person you want to add by their **Last Name, First Name**



The screenshot shows a web interface titled 'Members'. At the top, there is a '+Add' button (highlighted with a red arrow) and a 'Remove' button. To the right is a search bar labeled 'Search for members...'. Below these is a table with the following columns: Name, Display Name, Type, and Description. The table contains several rows of member data.

<input type="checkbox"/>	Name	Display Name	Type	Description
<input type="checkbox"/>	therriault	Therriault, Bradley T	HawkID	Therriault, Bradley T
<input type="checkbox"/>	cazu	Arzu, Carlos	HawkID	Arzu, Carlos
<input type="checkbox"/>	cmack2	Mack, Christopher J	HawkID	Mack, Christopher J
<input type="checkbox"/>	downingj	Downing, John C	HawkID	Downing, John C
<input type="checkbox"/>	gerasimovicj	Gerasimovic, Jadvyga	HawkID	Gerasimovic, Jadvyga
<input type="checkbox"/>	heglanb	Hegland, Brian R	HawkID	Hegland, Brian R
<input type="checkbox"/>	ivelopez	Lopez, Ivette	HawkID	Lopez, Ivette

Choose their **HawkID** (not *HealthCareID*) then click the **Accept** button.

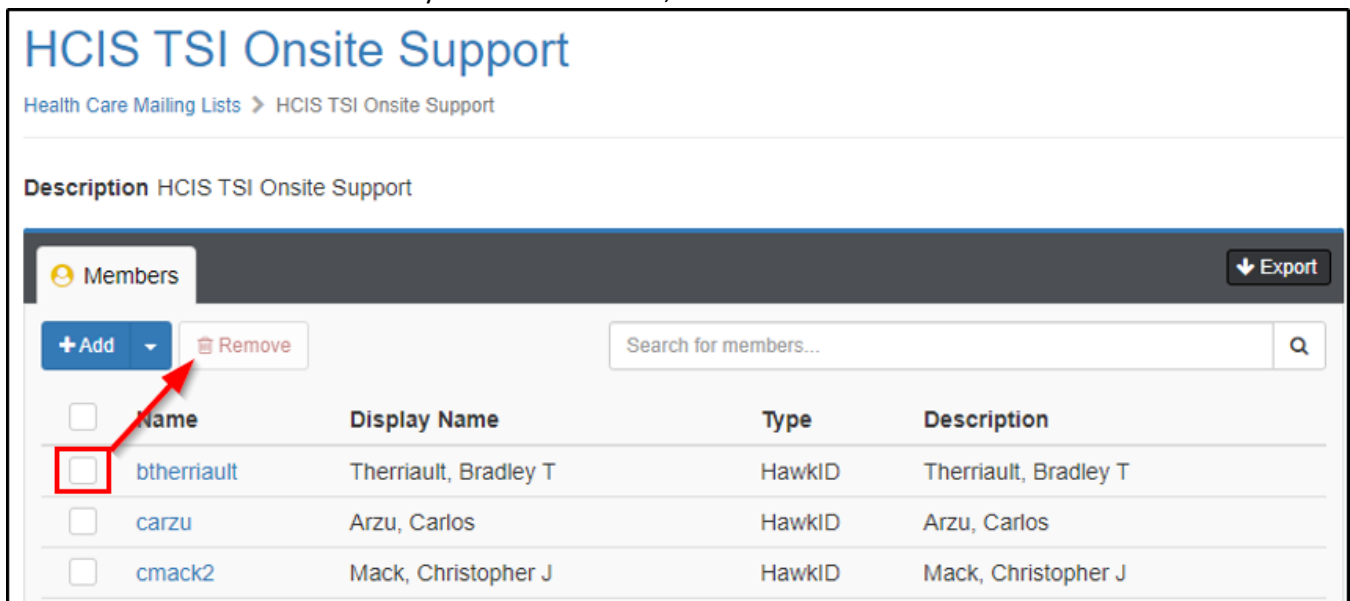


The screenshot shows a window titled 'Add Members'. It has a search bar with the text 'medberry, craig'. Below the search bar, there are three search results. The first two are 'Medberry, Craig - MedberryC' and 'Medberry, Craig - [redacted]', both with 'HealthCareID' buttons. The third result is 'Medberry, Craig - medberryc', which has a 'Member' label and a 'HawkID' button (highlighted with a red arrow). At the bottom of the window are 'Accept' and 'Cancel' buttons.

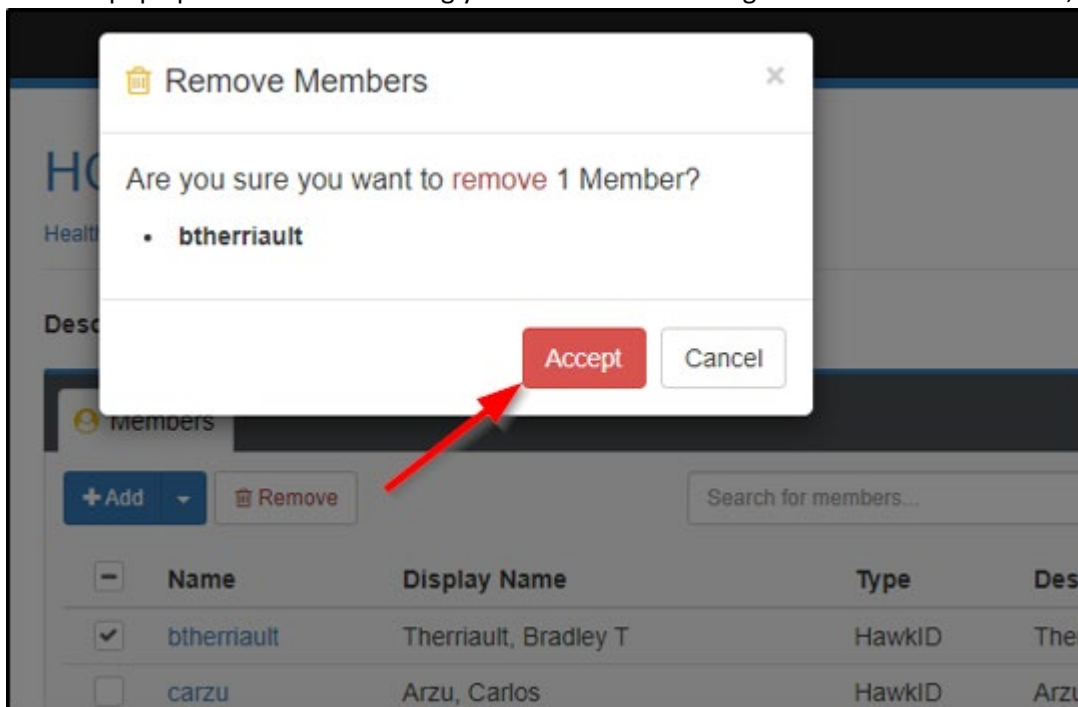
After clicking **Accept**, the mailing list will be updated.

How to Remove an Employee from a Mailing List in Office 365

1. To remove someone from an existing mailing list you manage, follow steps 1 – 4 above to find the mailing list you want to modify.
2. Click the box in front of name who you want to remove, then click the **Remove** button



3. This will pop up a confirmation asking you to confirm removing that account from the list, click Accept



This will remove the individual from the mailing list.