Overview of TechMail distribution lists

Details

General information about TechMail distribution lists

A distribution list, sometimes called a mailing list, is an active email address in TechMail that can be used to redirect emails to one or more individuals.

NOTE: This is not to be confused with a functional mailbox, which is a full mailbox with its own email address, email folders, a calendar, etc., and can send/receive email just like your individual TechMail mailbox.

Faculty and staff TechMail O365 upgrades - Need to know information

As mentioned in How Texas Tech University is using Office 365 software and services, faculty and staff TechMail accounts were upgraded to O365 in Summer of 2017. In preparation for these upgrades, distribution lists were relocated within Active Directory to ttu.edu/your_deptOU.

After these distribution lists were relocated, the way to manage these distribution lists changed.

- Updating an existing distribution list from Outlook is no longer be possible. Please see the instructions below on how to manage distribution lists.
- Distribution lists will have one owner, but NSCs for a list will have the ability to manage that list.

How to manage distribution lists

Below are some solutions that will assist in managing distribution lists and distribution list membership.

- How to: Request a TechMail functional mailbox or distribution list
- How to: Modify the TechMail distribution list address or display name
- How to: Add a user, group, or distribution list to a group or distribution list in Active Directory Users and Computers
- How to: Use Directory Query to manage users in a distribution list
  - This solution also demonstrates how to save a shortcut to this query on your computer for easy access. This may be ideal for those that only need to manage membership of a distribution list. This option has limited functionality; if you need to alter other settings related to the distribution list, you will need to use Active Directory Users and Computers.

Additional distribution list solutions

- Differences between a TechMail distribution list and a personal distribution list
- Distribution lists cannot be added as owners of TechMail distribution lists
- How to: Enable message approval (moderation) for a TechMail distribution list
- How to: Disable message approval (moderation) for a TechMail distribution list

For more distribution list solutions, search askIT at www.askit.ttu.edu.

Solution Properties

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