DistributionList – Adds or deletes the user from specified distribution list in DistrList.csv

Pre-requisite

Ensure that the ExchangeOnlineManagement module is installed.

Run Windows Powershell as administrator.

PS> Find-Module ExchangeOnlineManagement

PS> Install-Module ExchangeOnlineManagement

Files that need to be edited

1. DistrList.csv

In DistrList.csv

There are 3 columns.

Action – Username - DistGrp

A picture containing text, screenshot, font, line

Description automatically generated

*DistrList.csv*

**Action (case-sensitive)**

ADD – Adds the user to the distribution list specified in the DistGrp column

DEL – Deletes the user from the distribution list specified in the DistGrp column

**Username**

Username in Active Directory e.g. chewchand

**DistGrp**

Name of the distribution list (with @denbigh.net) e.g. SENDStaff@denbigh.net

Run the script, if successful, users will be added and removed from email distribution lists accordingly.

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Description automatically generated with medium confidence