

GSD. Outlook - How to Find the Owner(s) of a Distribution List in Outlook

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Author: {'link':

'https://fmcnadev.service-now.com/api/now/table/sys_user/acaf843397d74958f7e3bb8fe153afe3',

'value': 'acaf843397d74958f7e3bb8fe153afe3'}

Category: {'link':

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'value': '56f11880c38a1a100acd330015013196'}

General Information:

Possible symptoms/errors:

User want to know How to Find the Owner(s) of a Distribution List in Outlook

Alternative names of the system:

N/A

IMPORTANT NOTICE:

N/A

Solution:

A. Find the owner using Outlook 2016

1. In Outlook, under Home tab, click on Address Book.
 2. In the Address Book, search for the distribution list by typing its name in the Search bar. Click Go.
- Note: Make sure that it is set to Global Address List.
3. When the name populates in the window, advise user to double-click the distribution list name.
 4. Distribution List owner(s) will be listed on the General tab in the Owner section.

B. Find the owner using Outlook Web Access

1. Ask user to log into Outlook on the web.
2. Advise user to click the people icon located in the bottom left corner on the page.
3. Inform user to type the Distribution List name in the search bar. Ask them to select the Distribution List name when it populates in the pop-up window.
4. Advise user to click Members.
5. Under All members, user should be able to view all of the owners listed in the Distribution List.
6. User can click on an owner of the Distribution List to display their contact information.

Assignment Group:

3rd Party e-mail address: One365Support@freseniusmedicalcare.com

Ticket Creation:

Template: N/ACategorization:

Configuration Item: N/ACategory: N/Subcategory: N/A

Important Links:

N/A