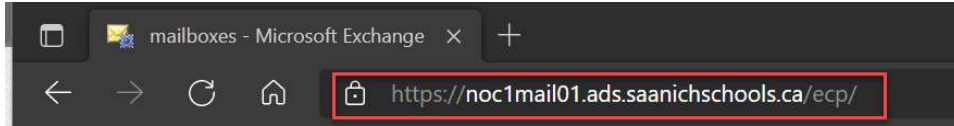


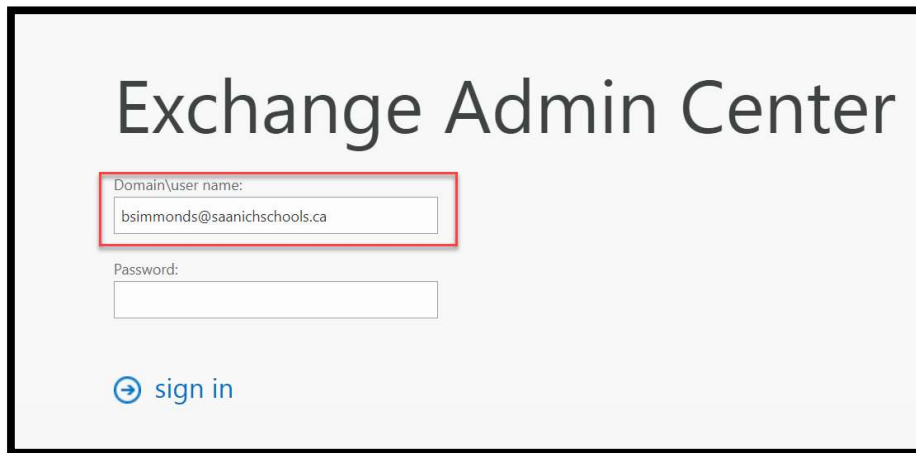
Adding or Removing Staff from Manual Distribution Lists (on premises)

In your web browser type: <https://noc1mail01.ads.saanichschools.ca/ecp/>

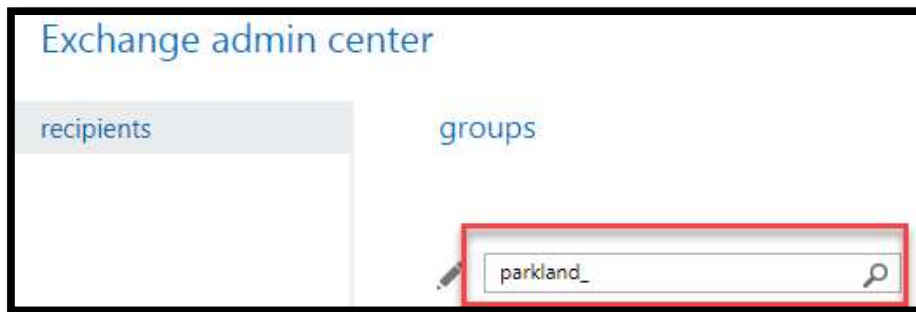
Press Enter



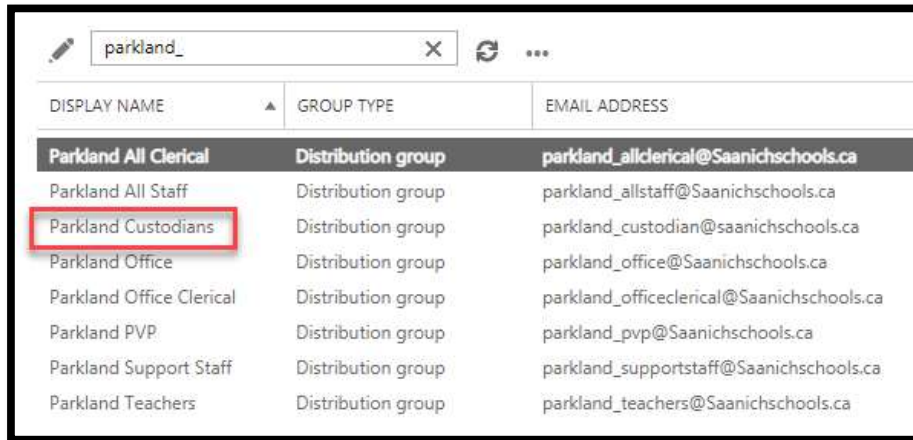
Login using your Outlook email address and password

A screenshot of the Exchange Admin Center login page. The page title is "Exchange Admin Center". There are two input fields: "Domain\user name:" containing the text "bsimmonds@saanichschools.ca" and "Password:". Below the fields is a "sign in" button with a right-pointing arrow icon.

Search for your Distribution list using location and underscore

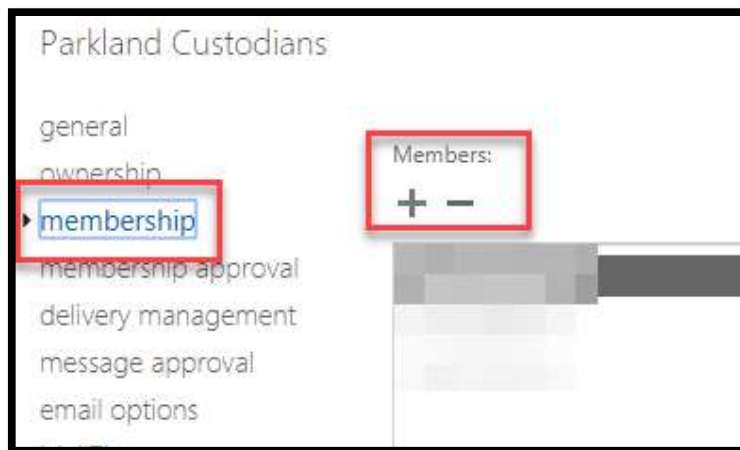
A screenshot of the Exchange Admin Center search interface. The page title is "Exchange admin center". There are two tabs: "recipients" and "groups". A search bar is located at the bottom right, containing the text "parkland_" and a magnifying glass icon. The search bar is highlighted with a red rectangular box.

Double click on the Distribution List you need to add or remove members from



DISPLAY NAME	GROUP TYPE	EMAIL ADDRESS
Parkland All Clerical	Distribution group	parkland_allclerical@Saanichschools.ca
Parkland All Staff	Distribution group	parkland_allstaff@Saanichschools.ca
Parkland Custodians	Distribution group	parkland_custodian@saanichschools.ca
Parkland Office	Distribution group	parkland_office@Saanichschools.ca
Parkland Office Clerical	Distribution group	parkland_officeclerical@Saanichschools.ca
Parkland PVP	Distribution group	parkland_pvp@Saanichschools.ca
Parkland Support Staff	Distribution group	parkland_supportstaff@Saanichschools.ca
Parkland Teachers	Distribution group	parkland_teachers@Saanichschools.ca

Click Membership and use the Plus sign to add members and the minus to remove



1. Click the magnifying glass
2. Type the person's name in the search and click enter
3. Select the person's name
4. Click Add
5. Click OK
6. Click Save

