Shared & Dynamic Distribution Lists (Global Address List)

Outline

Shared distribution lists (example – individual departments or large shared groups) ................................................................. 1
  Request creation of a shared distribution group .......................................................................................................................... 1
Dynamic distribution lists (example – Everyone group) ..................................................................................................................... 2
  Exclude someone from an Everyone email (for one time send) ................................................................................................. 2

Shared distribution lists (example – individual departments or large shared groups)

Shared distribution lists are distribution lists, created by Networking Services, available for anyone to use. A shared distribution list has the following symbol in front of its name 🌐 Administrative Applications

Examples of shared distribution lists:
  o All departments on campus.
  o Very large groups of employees. Example: The group called SAP Combined MM and FM contains all individuals who use the MM (Purchasing) and FM (Budget) modules in SAP. The group was created because several areas on campus have the need to email information to these large groups of individuals. They are central distribution lists anyone can use.

Advantages
  o They are able to be used by any employee and are visible in the global address book.
  o Are created by Networking Services (after request is made), but can be maintained by other specified individuals.
  o They are editable for individual sending (can add or take individuals out of the list for a one time send).
  o Individual names are visible once the + sign is clicked on which expands the list.

Request creation of a shared distribution group

If you have the need for creation of a shared distribution list, please enter a help desk ticket. Specify a name for your new list and who the owner of the list should be – this will be the person in charge of edits. When entering the ticket, use a subject line “Request for New Shared Distribution List.” The Ticket Information fields should be entered as follows:

©Office of Technology, Bloomsburg University
Dynamic distribution lists (example – Everyone group)

Dynamic distribution lists are query-based lists created by Networking Services. These are created as employees are hired, or change positions, based upon employees’ location or job function. Examples would be the “Everyone” group, All Faculty, All Staff. A dynamic list has the following symbol in front of its name 🌐 Everyone

Advantages
- They are able to be used by anyone and are visible in the main address book.
- Are created and maintained entirely by Networking Services.

Disadvantages/Limitations
- They are not editable.
- Individual names are not visible.

Exclude someone from an Everyone email (for one time send)

You cannot expand the Everyone group to edit it for a one-time send; however, there is a workaround if you should have the need to exclude someone from an Everyone message. Click the “New” button to create a new message. Draft your message. Click on the To button ...

Click on the dropdown arrow next to Global Address Book and choose All Users.

Highlight everyone. Left click on the top name – use the scroll bar to take you to the very end.
- Hold down the shift key and left click the last name. All names will be highlighted.

Let up on buttons.

Deselect name(s) by holding the Control key down and clicking on name.

Once you’ve selected all names, click the To -> button. All names should appear in To field. Click OK. When ready, send your message.