Distribution Lists in OWA

A Distribution List (formerly “email list”) is a collection of Cuesta e-mail addresses, associated with a single name. Addressing an e-mail using a distribution list permits easily sending to everyone whose address is part of that list.

Each distribution list is typically maintained by a single Cuesta employee. This assures that the list will be up-to-date, containing only relevant addresses.

Accessing distribution lists via OWA (Outlook Web App, part of the Office 365 suite) is slightly different than using distribution lists in Outlook.

2. In the Folders pane (far left), click Browse (under “Groups”).
3. Select All Distribution Lists.
4. Locate and select (by clicking the check box of) each distribution list you wish to use.
5. Click Send email in the far right pane.  
* A new window will open. *

6. Complete and send your e-mail.