

# Adding and Managing Distribution Lists

## Summary

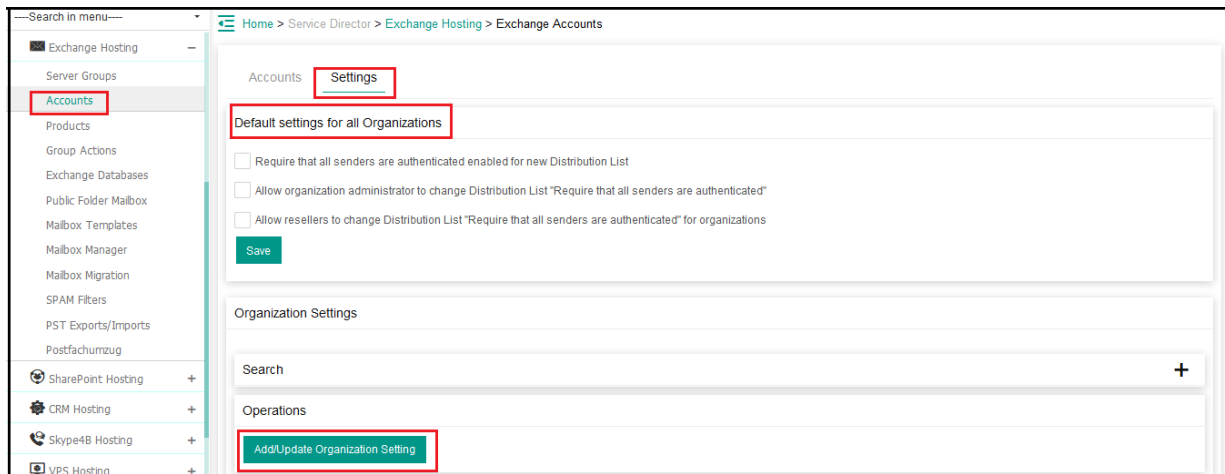
This article provides a summary on adding and management of distribution lists in MachPanel.

## Applies To

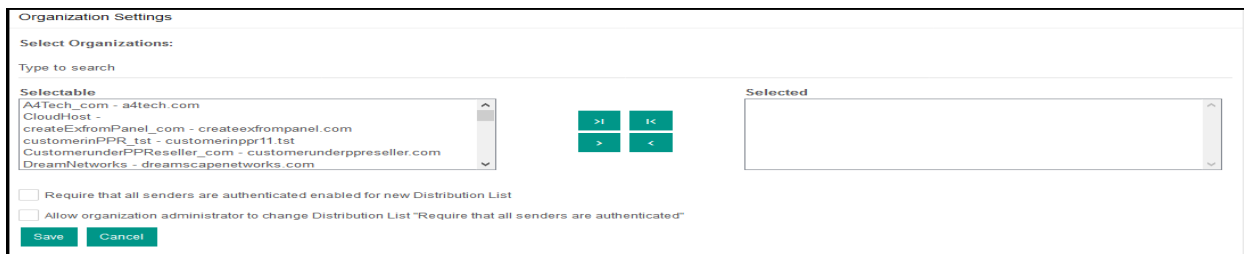
This article applies to MachPanel all versions.

## Settings for Distribution List

You can set setting for **"Require that all senders are authenticated"** by navigating **Service Director > Exchange Hosting > Accounts > Settings**. A provider can check this setting for all organization and also enforce to any organization.



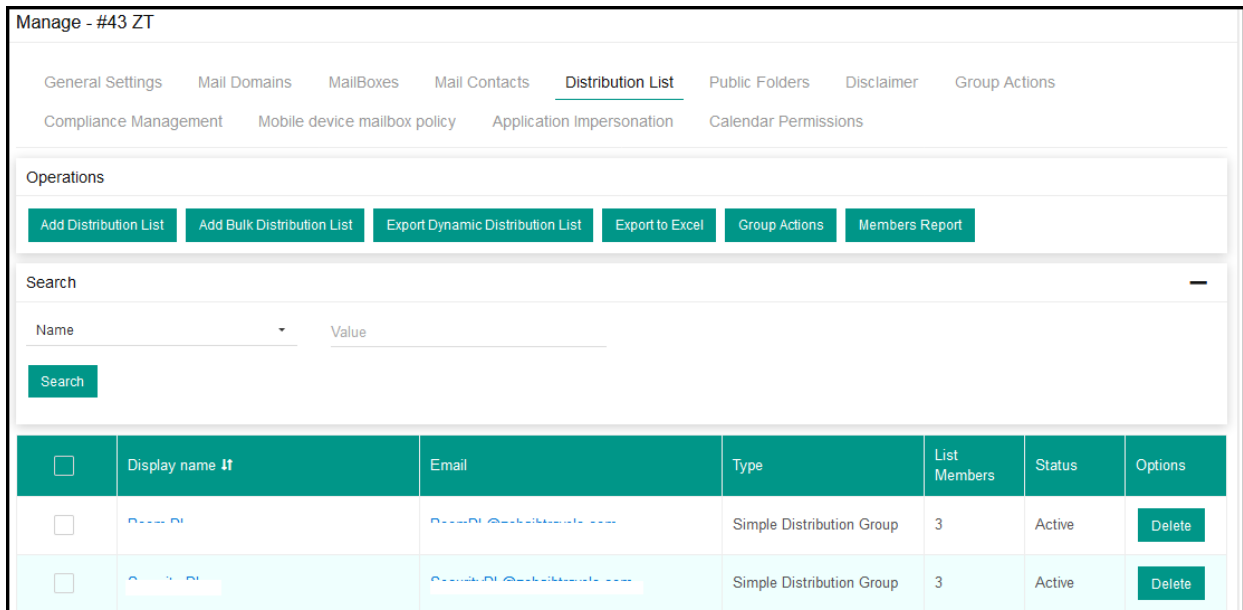
Click on **Add/update Organization Setting** to enforce setting to single or multiple organization and select desire settings.



## Adding and Managing Distribution Lists

### Creation of Distribution List

To add a distribution list navigate to the following path: **Home » Service Director » Exchange Hosting » Exchange Accounts**. Click on the **Service Management** link and then select **Distribution List** tab.



Manage - #43 ZT

General Settings Mail Domains MailBoxes Mail Contacts Distribution List Public Folders Disclaimer Group Actions

Compliance Management Mobile device mailbox policy Application Impersonation Calendar Permissions

Operations

Add Distribution List Add Bulk Distribution List Export Dynamic Distribution List Export to Excel Group Actions Members Report

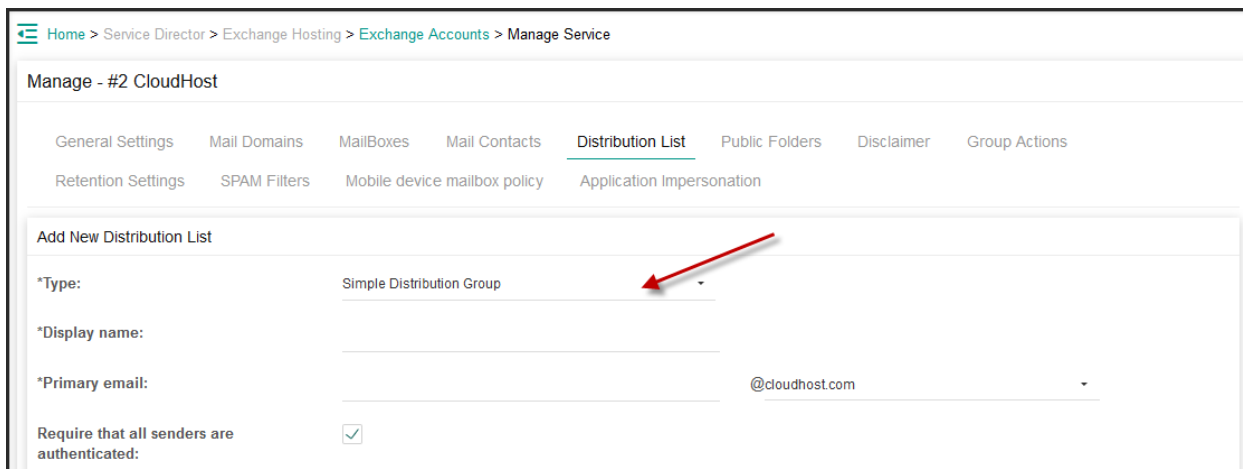
Search

Name Value

Search

<input type="checkbox"/>	Display name ↑	Email	Type	List Members	Status	Options
<input type="checkbox"/>	Room DL	RoomDL@cloudhost.com	Simple Distribution Group	3	Active	Delete
<input type="checkbox"/>	Security DL	SecurityDL@cloudhost.com	Simple Distribution Group	3	Active	Delete

Click on **Add Distribution List** to add a new DL.



Home > Service Director > Exchange Hosting > Exchange Accounts > Manage Service

Manage - #2 CloudHost

General Settings Mail Domains MailBoxes Mail Contacts Distribution List Public Folders Disclaimer Group Actions

Retention Settings SPAM Filters Mobile device mailbox policy Application Impersonation

Add New Distribution List

\*Type: Simple Distribution Group

\*Display name:

\*Primary email: @cloudhost.com

Require that all senders are authenticated:

- **Type:** Select type of the distribution list. It supports Simple Distribution Group, Room Distribution group, Security Group & Dynamic Distribution

## Adding and Managing Distribution Lists

### Group.

- **Display Name:** Enter the distribution list name in Display Name Box.
- **Primary Email:** Enter primary email address.
- Select option **Require that all senders are authenticated (This setting is enforced by provider i.e. organization administrator is allow to change).**
- Select the list manager from **Managed By** drop-down list and click **Add** button. You can add Mailboxes, Contacts and Distribution Groups as List members.

The screenshot shows two sections for selecting members. The top section, 'Managed By', has a search bar and a 'Selectable' list containing: Lucas Hayden - L.hayden@cloudhost.com (MailBox), Lyle Hal - Lyle.Hal@cloudhost.com (MailBox), and Staff - staff@cloudhost.com (Group). The 'Selected' list is empty. The bottom section, 'Group Members', has a search bar and a 'Selectable' list containing: Kim Hilton - K.Hilton@yahoo.com (Contact), Lucas Hayden - L.hayden@cloudhost.com (Mailbox), Lyle Hal - Lyle.Hal@cloudhost.com (Mailbox), and Staff - staff@cloudhost.com (Group). The 'Selected' list is empty. There are 'Save' and 'Cancel' buttons at the bottom left.

Click on **Add Bulk Distribution List** button when done. In order to Bulk Delete Distribution lists, you have to select DL's .

The screenshot shows the 'Add Bulk Distribution List' form. It includes a 'Go Back to Listing' button in the top right. The form contains a text area with instructions: 'Use this interface to create multiple exchange distribution lists. Provide a comma separated list (.csv) of distribution list(s) that you wish to setup for the selected organization.' Below this is a 'Primary email:' dropdown menu set to 'contoso.com'. A checkbox labeled 'Require that all senders are authenticated:' is checked. A red box highlights the '\*CSV file to import:' label and the 'Select File' button. Below this is a 'Sample CSV file' button. A note at the bottom states: 'Note: Members contain semi colon (;) separated email addresses. For Mailbox it should be primary email of mailbox, for contact it should be contact external email, for DL it should be DL primary email.' At the bottom are 'Add Bulk Distribution List' and 'Cancel' buttons.

## Adding and Managing Distribution Lists

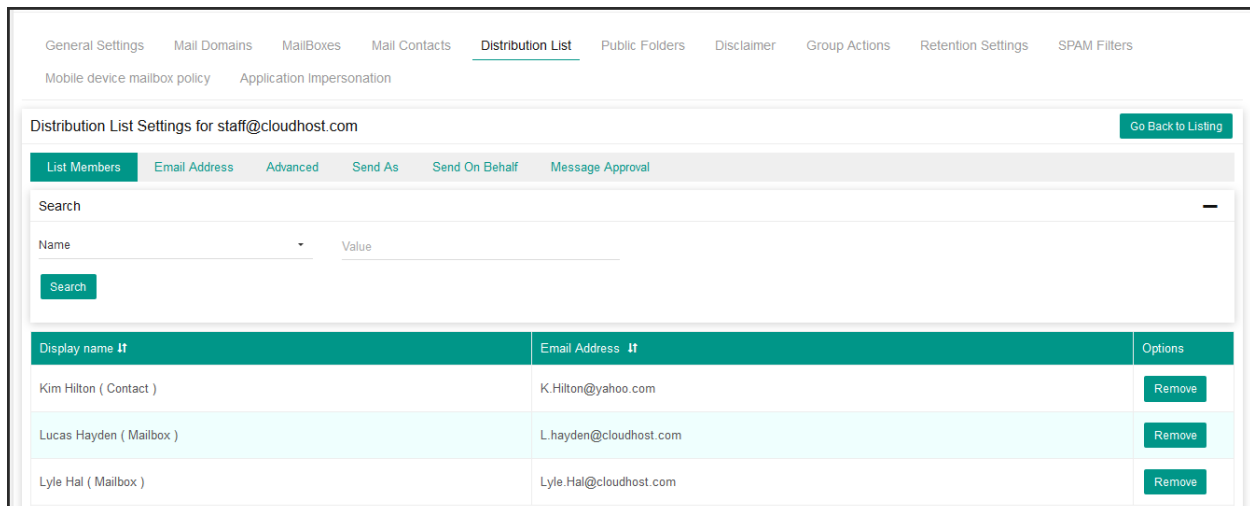
- **Primary Email:** Enter primary email address.
- **CSV file to import:** Browse to select a csv file.

Click on **Add Bulk Distribution List** button when done.

### Adding Member to Distribution List:

Distribution list members receives the email sent to the distribution list. They can also post email message to the list.

To add a distribution list member, select the distribution list for which you wish to add a new member. Click on the **List Members** tab and select the list member from **Mailbox** drop-down list. Click the **Add** button.



The screenshot shows the 'Distribution List Settings' page for 'staff@cloudhost.com'. The 'List Members' tab is selected. Below the search bar, there is a table with the following data:

Display name <b>↑</b>	Email Address <b>↑</b>	Options
Kim Hilton ( Contact )	K.Hilton@yahoo.com	<a href="#">Remove</a>
Lucas Hayden ( Mailbox )	L.hayden@cloudhost.com	<a href="#">Remove</a>
Lyle Hal ( Mailbox )	Lyle.Hal@cloudhost.com	<a href="#">Remove</a>

### Adding New Mail Address:

A distribution list can have multiple email addresses or aliases. This allows the distribution list to receive messages that are addressed to any one of these e-mail addresses.

To add a new email address to a distribution list, click on the distribution list name for which you wish to add email address. Select **Email Address** tab, enter the name of new mail address in **Email Address** box and click on **Add** button.

Two types of Email addresses are supported

## Adding and Managing Distribution Lists

1. SMTP
2. Custom

Distribution List Settings for staff@cloudhost.com [Go Back to Listing](#)

List Members **Email Address** Advanced Send As Send On Behalf Message Approval

Email Address	Primary	Options
staff@cloudhost.com	Yes	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Set as Primary</a>

Showing: 1- 1 of 1 Showing per page 20 [Change](#)

**Add Email Address**

Type:  SMTP  Custom

\*Custom address type: \_\_\_\_\_

\*Email Address : \_\_\_\_\_

[Add Email Address](#)

The address can be EX, X.50, X.400, MSMail, CcMail, Lotus Notes, NovellGroupWise, EUM Proxy address, and free text.

### Setting Mail Restrictions:

You may define *Accept Message From* and *Restrict Message From* settings for the distribution list.

To set restriction to a distribution list, click on the distribution list name for which you wish to set restrictions and select **Advanced** tab.

The advanced interface displays following:

**Accept Message From:** There are two options to select from:

- **All senders:** If selected, message will be accepted from any sender.
- **Only senders in the following list:** If you selected, the message will be accepted only from the addresses selected from the list.

**Reject Message From:** There are two options to select from:

## Adding and Managing Distribution Lists

- **No senders:** If selected, message will never be rejected.
- **Senders in the following list:** If you selected, the message will be rejected if coming from the addresses selected from the list.

Distribution List Settings for staff@cloudhost.com Go Back to Listing

List Members Email Address **Advanced** Send As Send On Behalf Message Approval

General Settings

\*Display name: Staff

\*Managed By: Type to search

Selectable

Selected \*

Lucas Hayden - L.hayden@cloudhost.com (Mailbox)  
Lyle Hal - Lyle.Hal@cloudhost.com (Mailbox)

Delivery management

Choose who can send messages to this group:  Only senders inside my organization  
[Require that all senders are authenticated]  Senders inside and outside of my organization

Accept message from:  All senders  
 Only senders in the following list

Reject message from:  No senders  
 Senders in the following list

Delivery reports

Send delivery reports to group manager  
 Send delivery reports to message originator  
 Do not send delivery reports

Limits

Maximum receiving message size (MB):   Unlimited

Other

Hide from Exchange Address Lists:

Send out-of-office message to originator:

Hide distribution group members:

Membership Approval

Member Join Restriction:  Open: Anyone can join this group without being approved by the group owners.  
 Closed: Members can be added only by the group owners. All requests to join will be rejected automatically.  
 Approval Required: All requests are approved or rejected by the group owners.

Member Leave Restriction:  Open: Anyone can leave this group without being approved by the group owners.  
 Closed: Members can be removed only by the group owners. All requests to leave will be rejected automatically.

Save

## Adding and Managing Distribution Lists

### Grant Send As and Send On behalf:

To grant **Send As** and **Send On Behalf** to a distribution list member, click on **Send As** tab and select the list member from **Mailbox** drop-down list. Click the **Grant Send As** button. Similarly, lick on **Send On Behalf** tab and select the list member from **Mailbox** drop-down list. Click the **Save** button.

The screenshot shows the 'Send On Behalf' tab selected in the 'Distribution List Settings for staff@cloudhost.com' interface. The 'Send On Behalf' section is active, and the 'Send As' tab is also visible. The 'Send On Behalf' section includes a search bar labeled 'Type to search' and two dropdown menus: 'Selectable' and 'Selected'. The 'Selectable' dropdown contains two entries: 'Lucas Hayden - L.hayden@cloudhost.com (Mailbox)' and 'Lyle Hal - Lyle.Hal@cloudhost.com (Mailbox)'. There are four arrow buttons (left, right, up, down) between the two dropdowns. A 'Save' button is located at the bottom left of the section. A 'Go Back to Listing' button is in the top right corner.

### Message Approval:

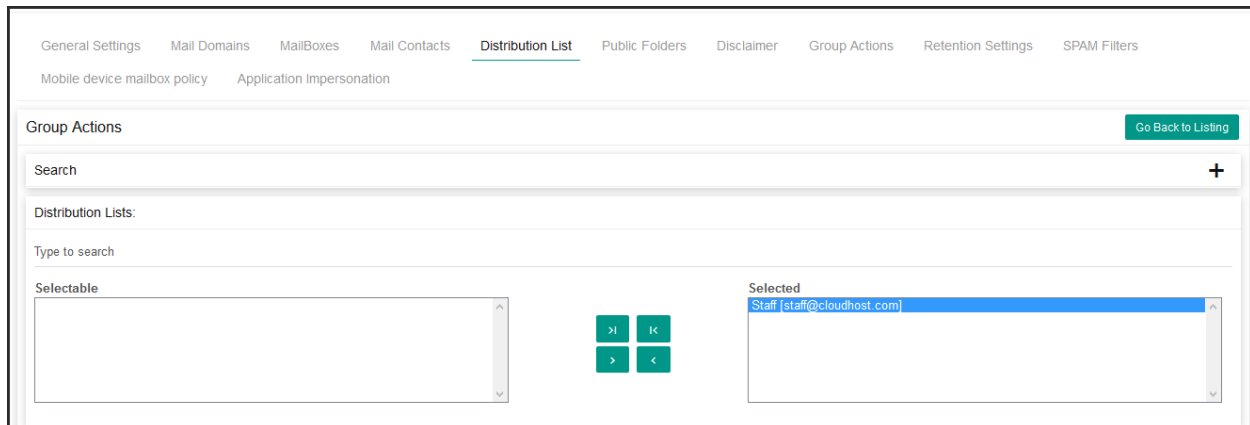
To grant message approval to the mailboxes, a new tab for message approval has been added. If Enable/Disable checkbox on top is unchecked, all below settings are hidden.

The screenshot shows the 'Message Approval' tab selected in the 'Distribution List Settings for staff@cloudhost.com' interface. The 'Message Approval' section is active, and the 'Send On Behalf' tab is also visible. The 'Message Approval' section includes a checkbox labeled 'Messages sent to this group have to be approved by a moderator' which is checked. Below this, there are two sections: '\*Group Moderators:' and '\*Senders who don't require message approval:'. Each section has a search bar labeled 'Type to search' and two dropdown menus: 'Selectable' and 'Selected'. The 'Selectable' dropdowns contain two entries: 'Lucas Hayden - L.hayden@cloudhost.com (Mail)' and 'Lyle Hal - Lyle.Hal@cloudhost.com (Mailbox)'. There are four arrow buttons (left, right, up, down) between the two dropdowns in each section. A 'Save' button is located at the bottom left of the section. A 'Go Back to Listing' button is in the top right corner. At the bottom, there are three radio buttons for 'Select moderation notifications:': 'Notify all senders when their messages aren't approved.' (selected), 'Notify senders in your organization when their messages aren't approved.', and 'Don't notify anyone when a message isn't approved.'

## Adding and Managing Distribution Lists

### Group Actions for Bulk Distribution List

Now you can perform various Group operation for bulk distribution lists.



Click on Plus sign to expand and select required group operation on distribution Lists.

1. General Settings
  - a. Hide from Exchange Address Lists: Checkbox
  - b. Send out-of-office message to originator: Checkbox
  - c. Delivery reports
    - i. Send delivery reports to group manager
    - ii. Send delivery reports to message originator
    - iii. Do not send delivery reports
  - d. Limits
    - i. \*Maximum receiving message size (MB):
  - e. Membership Approval
    - i. Member Join Restriction:
    - ii. Member Leave Restriction:
2. Restrictions
  - a. Require that all senders are authenticated:
  - b. Accept message from:
    - i. All senders
    - ii. Only senders in the following list
  - c. Reject message from:
    - i. No Senders



## Adding and Managing Distribution Lists

- ii. Senders in the following list.
- 3. Managed By
  - a. Managed by (Dynamics and other DL.)
- 4. Add List Members
- 5. Remove List Members
- 6. Grant Permissions
  - a. Send As
  - b. Send On Behalf
- 7. Remove Permissions
- 8. Message Approval
  - a. Group Moderators:
  - b. Senders who don't require message approval
  - c. Select moderation notifications

Operations	
Remove	
General Settings	+
Restrictions	+
Managed By	+
Add List Members	+
Remove List Members	+
Grant Permissions	+
Remove Permissions	+
Message Approval	+

MachPanel Knowledgebase

<https://kb.machsol.com/Knowledgebase/52405/Adding-and-Managing-Distribution...>