

Outlook

- [Amend Distribution Group](#)
- [Create a new Outlook profile](#)
- [Outlook - Using Equipment and Room mailboxes to create meetings.](#)
- [Set email redirects in classic Outlook Web Access](#)

Amend Distribution Group

Add or remove recipients to a distribution group.

1. In Outlook Open the address book

Either press **CTRL + SHIFT + B**

OR

Go to **Contacts** in the bottom left

[contacts.PNG](#)

Image not found or type unknown

Select **Address Book** in the top right.

[Address-Book.PNG](#)

Image not found or type unknown

2. Edit your distribution list:

In the Address Book find the list you wish to edit > Right Click > Properties.

[properties.PNG](#)

Image not found or type unknown

Choose **Modify** > **Add** or **Remove** depending on if you are adding or removing members.

[modify.PNG](#)

Image not found or type unknown

You can either highlight members and hit **Remove** to remove them or if you are choosing "**Add..**" a prompt will appear for you to select which users to add in.

If you hit any errors at this point OR anything is grayed out you may not be the owner of this group, in which case please request to support@safetynet-it.com to be added in.

Create a new Outlook profile

Make sure Outlook is closed

hold **shift** on your keyboard and click the **Outlook** Icon - You can either do this from the **Task bar** or search for it in the **Start Menu**

image-1646647526850.PNG

Image not found or type unknown

image-1646647515831.png

Image not found or type unknown

You will then be prompted to create a new profile - Choose **options** then **New...** > Then type in a **profile name**, this can be anything e.g "outlook" or "my email".

image-1646647570785.PNG

Image not found or type unknown

Sign in with your email details i.e username/password and choose **connect**

image-1646647663178.PNG

Image not found or type unknown

Make sure to choose your new profile from the drop down list and set as the **default profile**, else you will not automatically log into that profile on re-launch outlook.

image-1646647707435.PNG

Image not found or type unknown

Outlook - Using Equipment and Room mailboxes to create meetings.

In Outlook go to **Calendars > New Meeting**

[image-1649748059109.png](#)

Image not found or type unknown

In the dialogue that appears choose **Rooms...**

[image-1649748024679.png](#)

Image not found or type unknown

You will be shown a list of rooms or equipment bookable in your business, double click on the one required and then press **OK**

[image-1649748214707.png](#)

Image not found or type unknown

Choose a time and date and then hit **Send**.

You can see the room availability in the bottom right "Suggested times:" area. The event will then show in your own and the calendar of the room/equipment.

[image-1649748294668.png](#)

Image not found or type unknown

Set email redirects in classic Outlook Web Access

It's very easy to manage your own email redirects for when you're out of the office, or on holiday without having to raise a ticket to us.

Open a web browser and go to <https://mail.indupart.co.uk/owa> and login with your usual username and password in the format indupart\username, as shown in the image below:

[image-1671614979294.png](#)

Image not found or type unknown

Once logged in, click on the gear wheel icon to access the dropdown menu and select 'Options'

[image-1671615129070.png](#)

Image not found or type unknown