

# Outlook

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# 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



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



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## 2. Edit your distribution list:

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



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



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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](mailto: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**

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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".

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

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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.

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# Outlook - Using Equipment and Room mailboxes to create meetings.

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

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

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

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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.

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# 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:

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

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