**Global Mail Lists - Managing**

Please follow these instructions to manage any Global Mail Lists which you are the owner of.

1. Login to OWA (Outlook Web App)
2. On the lefthand sidebar, find “Groups” and click the arrow to expand.
3. Click Manage groups. You should be taken to a list of groups of which you are an owner.
4. Highlight the group to edit.
5. Go to the Members tab, and you can click the x to remove members, or change their roles by clicking on the role beside their name.

**Please Note:** The owner of a group must also be a member to receive emails. If they are an Owner only, they will not receive emails.