

Adding a Dynamic Distribution list for all users in a domain

Overview

- To create a group which automatically lists all users in a domain, you can use the Dynamic Distribution List in M365.
- Such groups or distribution lists are useful if you want to archive Mailbox, Drive or Teams data of all users in a domain.
- The steps to create such a distribution list are as given in the sections below

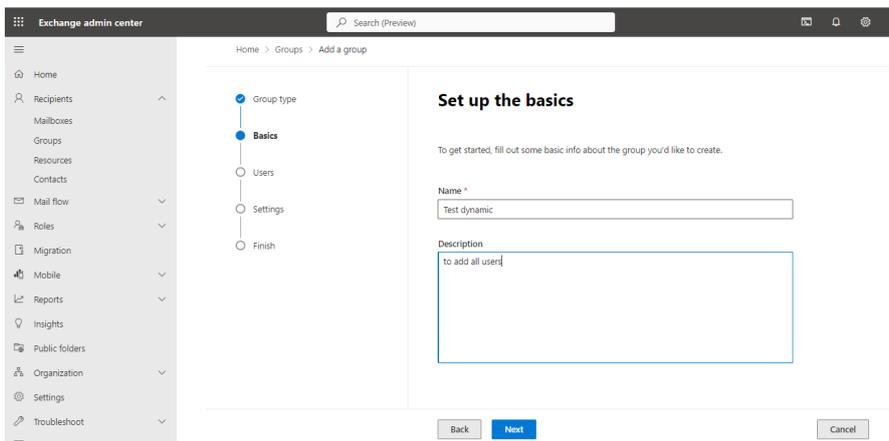
Steps to Create a Dynamic Distribution List with all mailbox users

Log in to the Exchange Admin Center using the credentials of your Office 365 admin account.

Navigate to **Admin Center** and click on **Exchange > Recipients > Groups > dynamic distribution list**

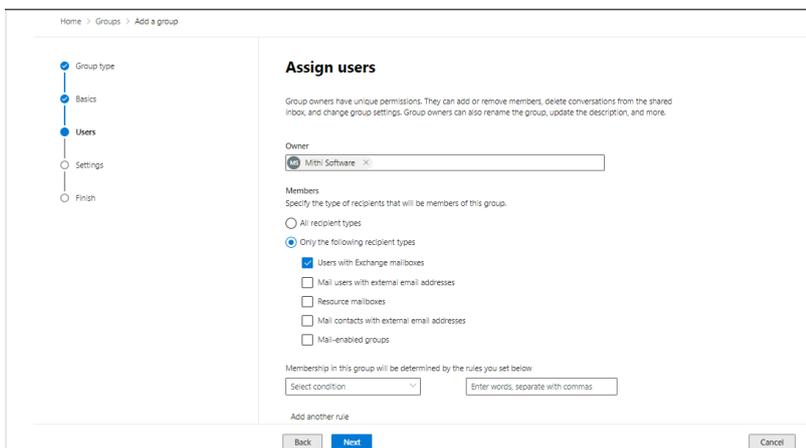
Click on **Add a group** > choose **dynamic distribution**

Give a name and a description in the Basics section



The screenshot shows the 'Exchange admin center' interface. The left sidebar contains navigation options like Home, Recipients, Mailboxes, Groups, Resources, Contacts, Mail flow, Roles, Migration, Mobile, Reports, Insights, Public folders, Organization, Settings, and Troubleshoot. The main content area is titled 'Home > Groups > Add a group'. A progress indicator on the left shows 'Group type' selected, followed by 'Basics', 'Users', 'Settings', and 'Finish'. The 'Set up the basics' section contains a 'Name' field with the value 'Test dynamic' and a 'Description' text area with the value 'to add all users'. At the bottom, there are 'Back', 'Next', and 'Cancel' buttons.

Add **Owner** and choose **Only the following recipient types** and **User with Exchange mailboxes**



The screenshot shows the 'Assign users' section of the Exchange Admin Center. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Home > Groups > Add a group'. The progress indicator shows 'Group type', 'Basics', and 'Users' selected. The 'Assign users' section includes an 'Owner' field with the value 'Mithi Software'. Below it, the 'Members' section has a radio button selected for 'Only the following recipient types'. Under this, the checkbox for 'Users with Exchange mailboxes' is checked, while other options like 'Mail users with external email addresses', 'Resource mailboxes', 'Mail contacts with external email addresses', and 'Mail-enabled groups' are unchecked. At the bottom, there is a 'Membership in this group will be determined by the rules you set below' section with a 'Select condition' dropdown and an 'Enter words, separate with commas' text field. At the very bottom, there are 'Back', 'Next', and 'Cancel' buttons.

Add group name ID

Home > Groups > Add a group

- Group type
- Basics
- Users
- Settings**
- Finish

Edit settings

Dynamic distribution list

Sends email to all members of the list. The group's membership list is updated every 24 hours, based on the filters and conditions you set.

Group email address * @ Domains

Verify the detail and click on **Create Group**

Home > Groups > Add a group

- Group type
- Basics
- Users
- Settings
- Finish**

Review and finish adding group

You're almost there - make sure everything looks right before adding your new group.

Group type
Dynamic distribution
[Edit](#)

Basics
Name: Test dynamic
Description: to add all users
[Edit](#)

Users
Owners: Mithi Software
Members: Users with Exchange mailboxes
[Edit](#)

Settings
Email: testdynamic@connectserver.co.in
[Edit](#)