

# Distribution Lists

- [Powershell to Bulk Add Users to Different Distribution lists](#)
- [PowerShell to Import Distribution List Members From CSV/TXT](#)
- [Powershell to List Users That Are NOT Members of Listed Distribution Lists](#)

# Powershell to Bulk Add Users to Different Distribution lists

```
$CSVFile = "C:\Temp\DL-Group-Members.csv"

Try {
    #Connect to Exchange Online
    Connect-ExchangeOnline -ShowBanner:$False

    #Get date from CSV File
    $CSVData = Import-Csv -Path $CSVFile

    #Iterate through each row in the CSV
    ForEach($Row in $CSVData)
    {
        #Get the Distribution Group
        $Group = Get-DistributionGroup -Identity $Row.GroupEmail

        If($Null -ne $Group)
        {
            #Get Existing Members of the Group
            $GroupMembers = Get-DistributionGroupMember -Identity $Row.GroupEmail -ResultSize
Unlimited | Select-Object -Expand PrimarySmtpAddress

            #Get Users to Add to the Group
            $UsersToAdd = $Row.Users -split ","

            #Add Each user to the Security group
            ForEach ($User in $UsersToAdd)
            {
                #Check if the group has the member already
                If($GroupMembers -contains $User)
                {
                    Write-host "'${$User}' is already a Member of the Group
'${$Group.DisplayName}'" -f Yellow
                }
            }
        }
    }
}
```

```

        Else
        {
            Add-DistributionGroupMember -Identity $Row.GroupEmail -Member $User
            Write-host -f Green "Added Member '$User' to the Group
'$($Group.DisplayName)'"
        }
    }
}
Else
{
    Write-host "Could not Find Group:"$Row.GroupName
}
}
}
Catch {
    write-host -f Red "Error:" $_.Exception.Message
}
}

```

Prepare a CSV file containing the email addresses of the users you want to add to the distribution list. The CSV file should have a header row with the following column names: GroupEmail, and Users. Here is my CSV template:

[Original Article](#)

# PowerShell to Import Distribution List Members From CSV/TXT

```
$GroupEmailID = "Sales@Crescent.com"
$CSVFile = "C:\Temp\DL-Members.txt"

#Connect to Exchange Online
Connect-ExchangeOnline -ShowBanner:$False

#Get Existing Members of the Distribution List
$DLMembers = Get-DistributionGroupMember -Identity $GroupEmailID -ResultSize Unlimited |
Select-Object -Expand PrimarySmtpAddress

#Import Distribution List Members from CSV
Import-CSV $CSVFile -Header "UPN" | ForEach-Object {
    #Check if the Distribution List contains the particular user
    If ($DLMembers -contains $_.UPN)
    {
        Write-host -f Yellow "User is already member of the Distribution List:"$.UPN
    }
    Else
    {
        Add-DistributionGroupMember -Identity $GroupEmailID -Member $_.UPN
        Write-host -f Green "Added User to Distribution List:"$.UPN
    }
}
```

# Powershell to List Users That Are NOT Members of Listed Distribution Lists

```
# Define the list of distribution lists
$distributionLists = @("Managers", "Senior Managers")

# Function to get members of a distribution list
function Get-DistributionListMembers {
    param (
        [string]$distributionListName
    )

    $members = Get-DistributionGroupMember -Identity $distributionListName | Select-Object -
ExpandProperty PrimarySmtpAddress
    return $members
}

# Function to get all users
function Get-AllUsers {
    $users = Get-ADUser -Properties * -Filter *
    return $users
}

# Create an array to store all users
$allUsers = Get-AllUsers

# Create an array to store members of all distribution lists
$allListMembers = @()

# Populate $allListMembers with members of each distribution list
foreach ($list in $distributionLists) {
    $listMembers = Get-DistributionListMembers -distributionListName $list
    $allListMembers += $listMembers
}
}
```

```
# Find users not in any distribution list
$missingUsers = $allUsers | Where-Object { $_.UserPrincipalName -notin $allListMembers }

# Export results to CSV
$missingUsers | Select-Object UserPrincipalName, Name, Enabled, Title, Department,
DistinguishedName, LastLogonDate | Export-Csv -Path "C:\temp\Distlist.csv" -NoTypeInformation
```