

M365 - Scripts

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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
```

Email Management

Delete Email From All Mailboxes In Office 365

For full details please go to the following page [Delete Email From All Mailboxes In Office 365](#)

This assumes the following are true

Subject: You must change your bank password now

Sent: 05/12/2020

1. Connect to MSOnline in Powershell

```
Import-Module ExchangeOnlineManagement  
Connect-IPPSSession -UserPrincipalName "UPN"
```

2. Create a New Compliance Search in Powershell, preferably Powershell ISE

```
New-ComplianceSearch `  
-Name Phish1 `  
-ExchangeLocation All `  
-ContentMatchQuery 'subject:"You must change your bank password now" AND sent:05/12/2020'
```

3. Start the Compliance Search

```
Start-ComplianceSearch -Identity Phish1
```

4. Check the Status of/Verify the Search Completes

```
Get-ComplianceSearch -Identity Phish1
```

5. Verify Items Found Match the Number of Emails Expected

```
Get-ComplianceSearch -Identity Phish1 | Format-List *
```

6. Create Preview of the Search Results

```
New-ComplianceSearchAction -SearchName Phish1 -Preview
```

7. Preview the Search Results

```
(Get-ComplianceSearchAction Phish1_Preview | Select-Object -ExpandProperty Results) -split ",,"
```

(Optional) Download Results From [Security and Compliance Center Portal](#)

8. Delete Email From All Mailboxes In Office 365 With Soft Delete

```
New-ComplianceSearchAction -SearchName Phish1 -Purge -PurgeType SoftDelete
```

9. View Result of Purge

```
Get-ComplianceSearchAction -Identity Phish1_Purge | Format-List
```