

HBS Email List – What Tool When? Guide

Core Functionality	Exchange Distribution Group	Microsoft Office 365 Group	Sympa Email List
Includes non-HBS email addresses in list	No	Yes	Yes
Able to hide who is a member of the list	No	No	Yes
Able to receive calendar invites and emails	Yes	Yes	Not recommended***
Allows email attachments	Yes	Yes	Not recommended***
Able to email specific members of the list	Yes	Yes	Yes
Anyone can subscribe to the list without owner's approval	No	Yes, if configured**	Yes, if configured**
Non-members can email the list	Yes, if configured**	Yes, if configured**	No
Self-Service Functionality	Exchange Distribution Group	Microsoft Office 365 Group	Sympa Email List
Owner can manage list members without being included in emails	Yes	No	Yes
List owner can update list membership without contacting IT	Yes*	Yes	Yes
List owner can manage authorized senders without contacting IT	No	No	Yes

* Your computer will need a tool called “AD Users and Computers,” which may require initial setup from TSS

** This is an optional configuration, which can be turned on or off as needed

*** This feature technically works, but it has significantly reduced functionality. If this is a core need, work with IT to consider another tool