

The distribution box cannot be overloaded



Article Overview

A distribution box should not be overloaded because exceeding its capacity can prevent emails from being delivered, cause errors when expanding the list, and impact overall mailbox performance.

Why Overloading is a Problem

Distribution boxes, especially in Microsoft 365 or Exchange environments, have storage limits. If a mailbox associated with a distribution list reaches its quota, emails sent to the list may fail, and users may encounter errors such as being unable to expand the list in Outlook . Overloading can also affect mail flow, delay message delivery, and create administrative challenges when managing the list.

Best Practices to Prevent Overload

- **Monitor Mailbox Usage:** Regularly check the mailbox size of distribution groups, shared mailboxes, or Microsoft 365 Groups to ensure they remain within limits .
- **Use Dynamic Distribution Lists:** For large organizations, dynamic distribution lists automatically update members based on criteria, reducing the need to manually manage large static lists .
- **Limit Members per List:** Avoid adding excessive members to a single distribution list. If a list grows too large, consider splitting it into smaller, topic-specific lists .
- **Archive or Clean Up Old Messages:** For mail-enabled groups with mailboxes, periodically remove old messages to free up space .
- **Check Group Type:** Ensure the object is a true distribution list and not a Microsoft...

Article Content

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Distribution board

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The installation requirements for the distribution box

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The Ultimate Guide to Distribution Box Types

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