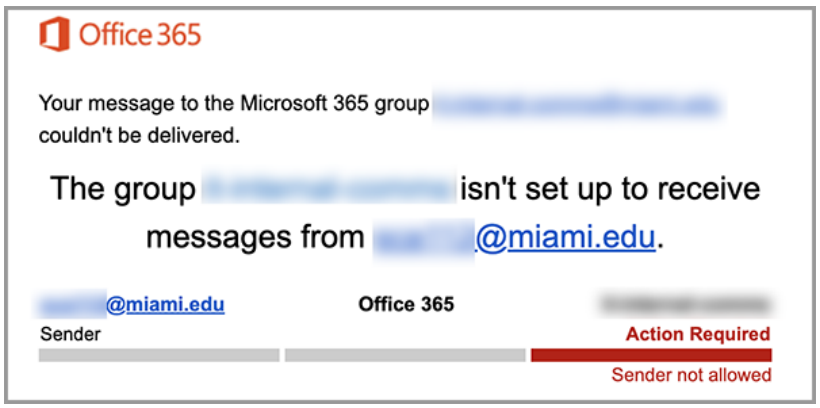
UNIVERSITY OF MIAMI
DEPARTMENT of INFORMATION TECHNOLOGY

Tip Sheet:
Enable Distribution Lists and Microsoft 365 Groups to Allow Messages from UM Gmail Accounts

By default, Distribution Lists and Microsoft 365 Groups are set to only people inside the organization. **Since Distribution Lists and Microsoft 365 Groups are managed via Microsoft 365 services, they do not recognize Gmail as being "inside" the organization.**

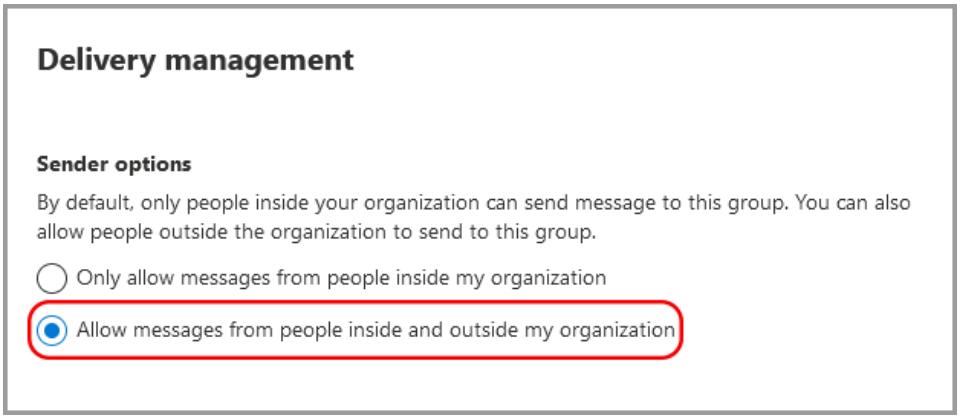
For reference, below is a sample of an undelivered notice to a Microsoft 365 group:



How to Allow Messages from a University of Miami Gmail Email Address

Distribution Lists Settings

To be able to send to a Distribution List from a University of Miami Gmail email address, an owner of the group must select "Allow messages from people inside and outside my organization" in the Delivery Management > Sender Options settings. *(See screengrab below.)*



Microsoft 365 Group Settings

To be able to send to a Microsoft 365 from a University of Miami Gmail email address, an owner of the group must select "Let people outside the organization email the groups" in the Edit Group > About > External email settings. *(See screengrab below.)*

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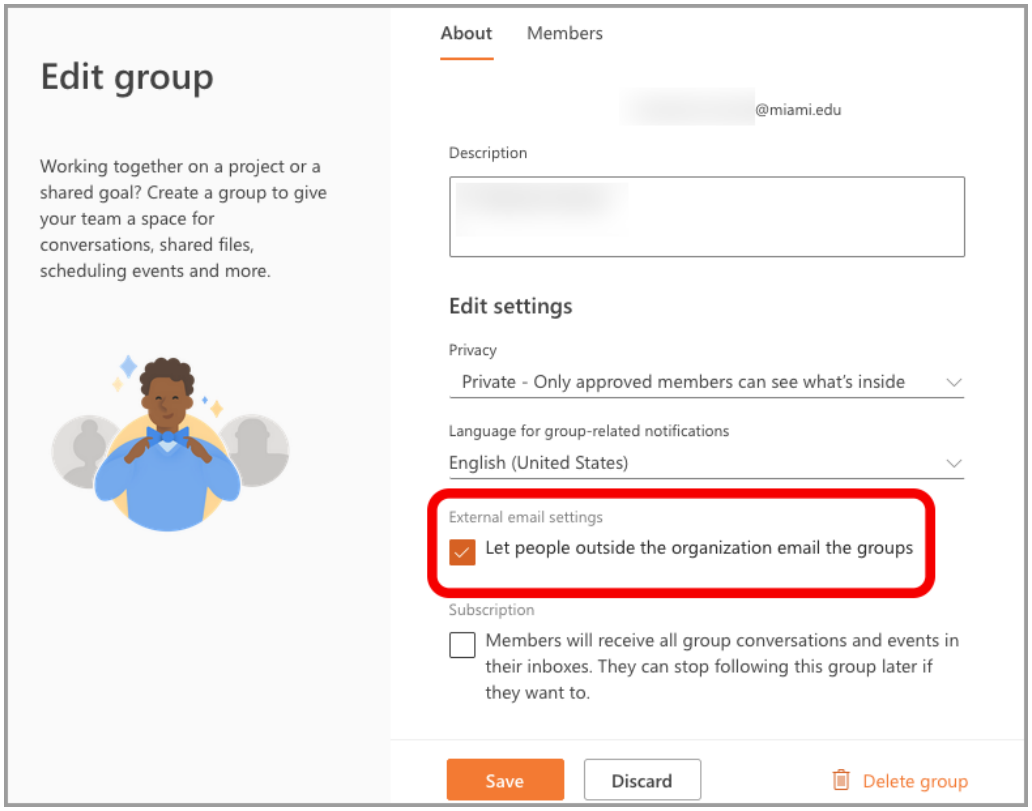

If you have any questions or concerns, please contact the IT Service Desk.

Last Updated: July 2025