



Office 365

Using Distribution Groups

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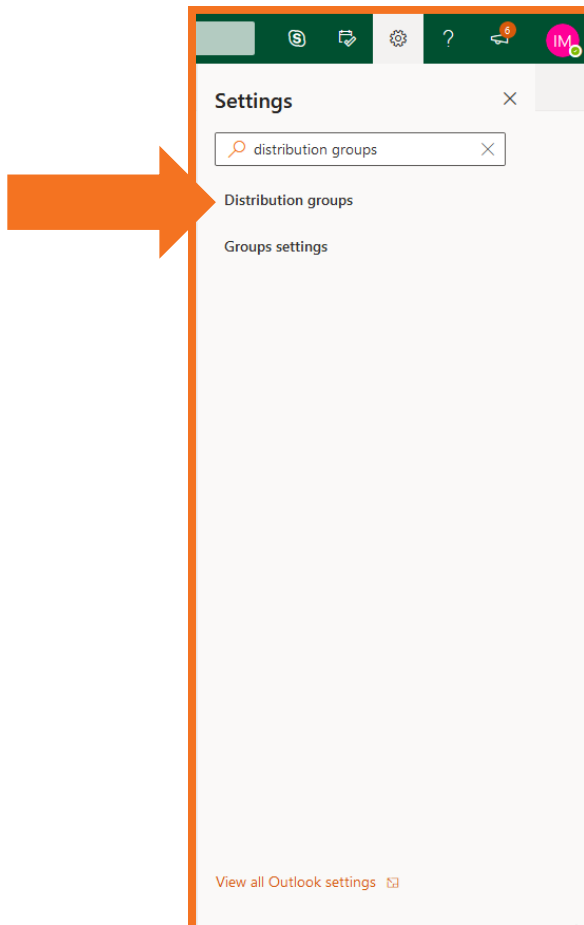
Creating and Managing a Distribution Group

Use Distribution Groups to create, join, or leave distribution groups that are in your organization's address book.

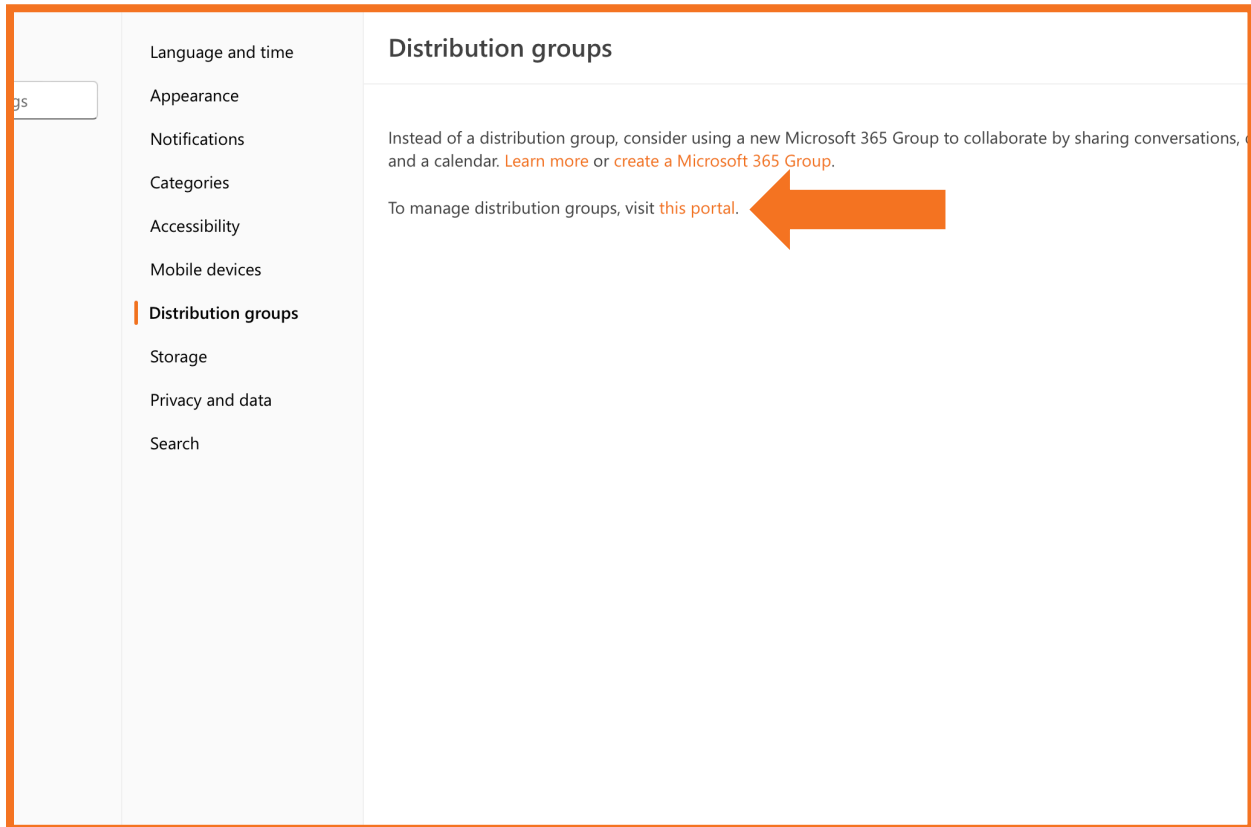
By default, the group will only receive emails from within the University. If you would like the distribution group to receive emails from outside senders, please contact IT at 305-284-6565 or at help@miami.edu.

Create a Distribution Group

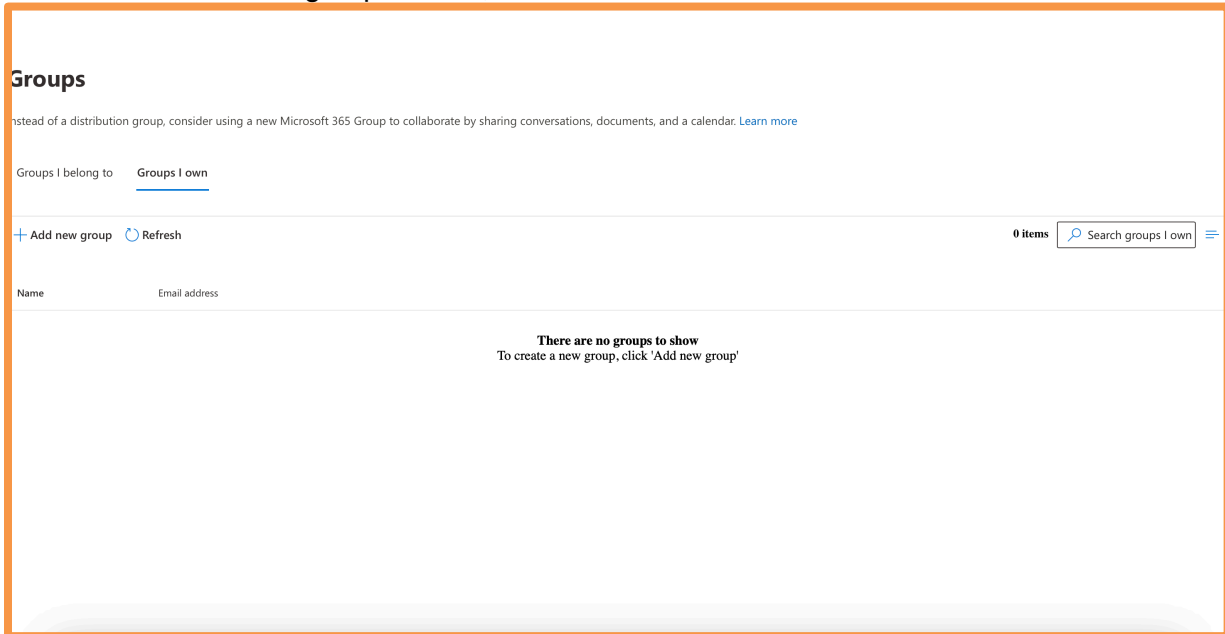
1. Log into <http://email.miami.edu> with your username and password.
2. Select **Settings**  in the upper right-hand corner.
3. In the search window, type in "distribution groups" without the quotation marks.
4. Select **Distribution Groups** from the list that appears



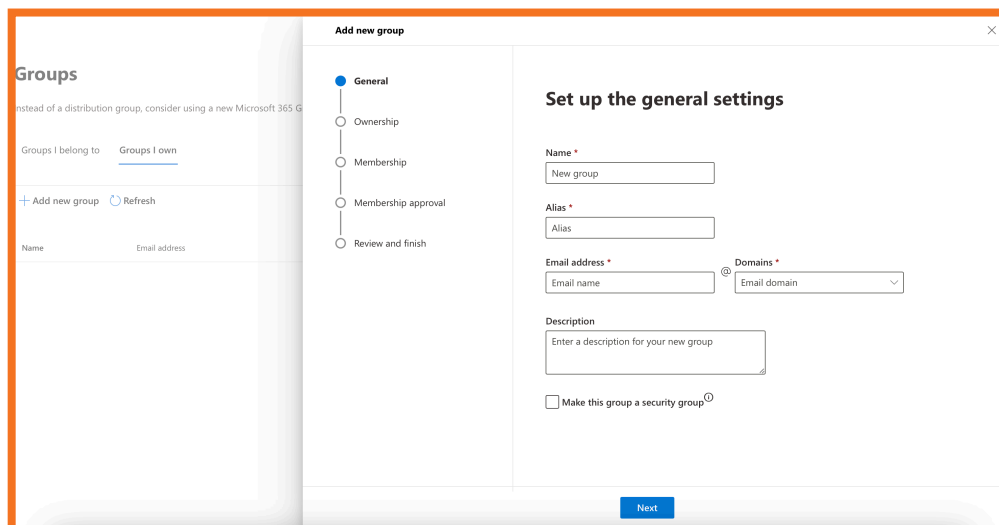
5. The distribution groups window will appear. It may take some time for the page to load depending on your browser.
6. Click on **this portal** to access distribution groups.



7. Under “Distribution groups I own”, click **New +**



8. In the **new distribution group** dialog box, enter the details for the new group.



9. Click **next** to go to the ownership tap and co-owners (as appropriate

new distribution group

*Display name:

*Alias:

*Email address:
 @

Notes:

Make this group a security group

*Owners:
+ -

ISS Test MBX

Members:
 Add group owners as members
+ -


Choose whether owner approval is required to join the group.

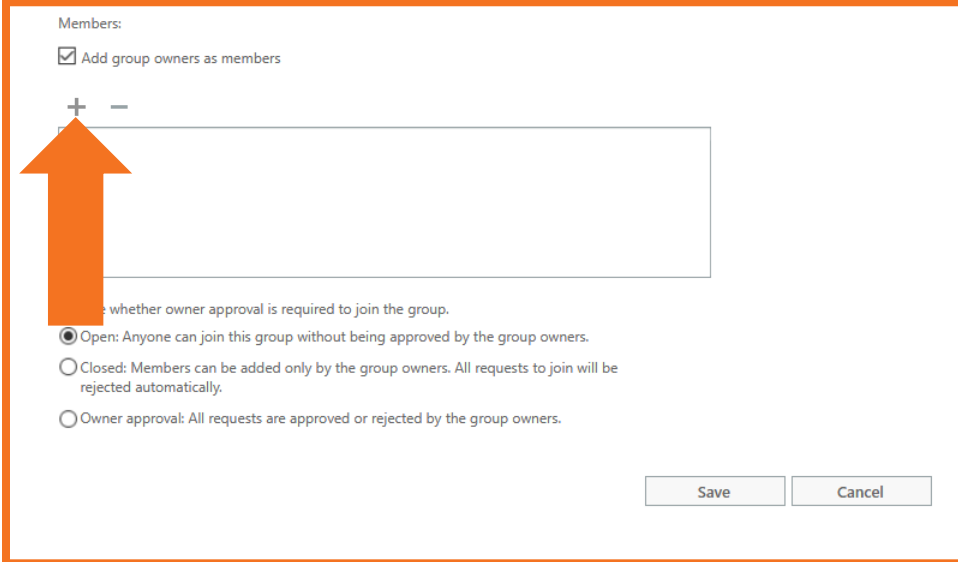
Open: Anyone can join this group without being approved by the group owners.

Closed: Members can be added only by the group owners. All requests to join will be rejected automatically.

Owner approval: All requests are approved or rejected by the group owners.



Save Cancel

10. To add members, go to the next tab and click the **plus sign**  underneath Members.



Members:

Add group owners as members

whether owner approval is required to join the group.

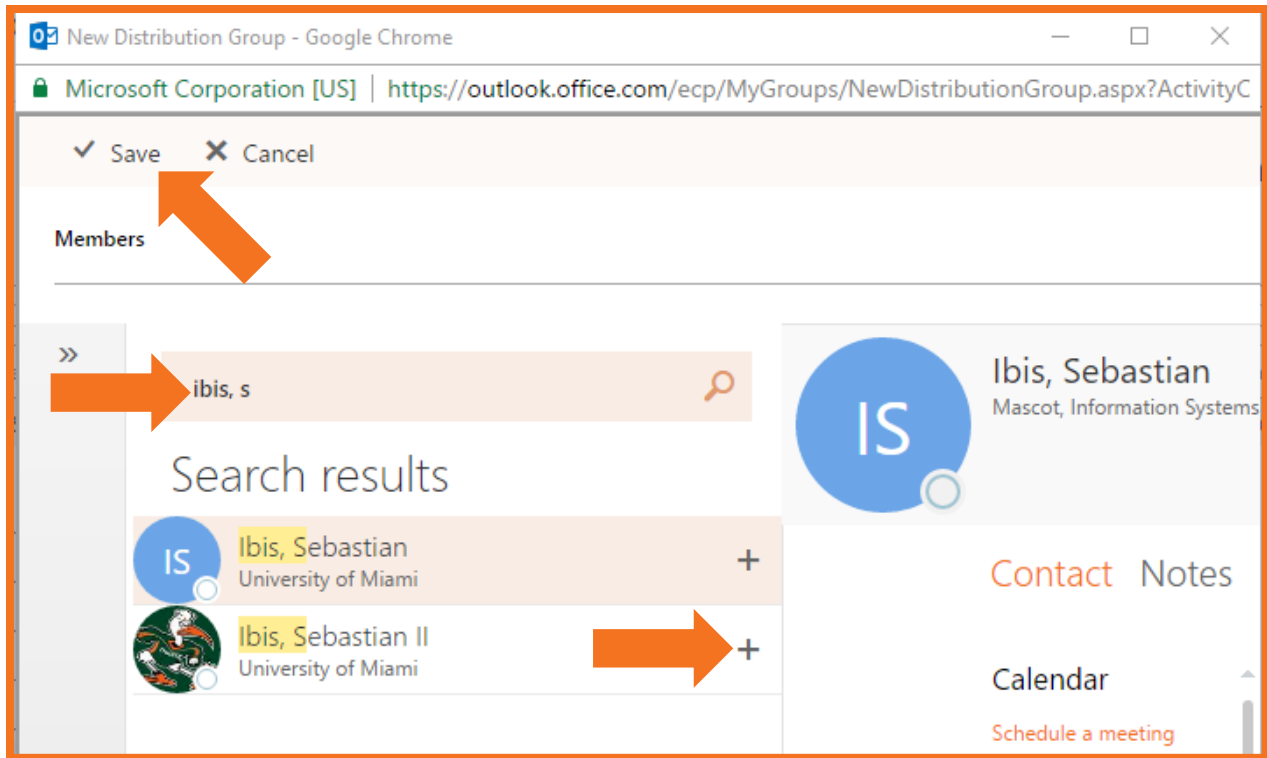
Open: Anyone can join this group without being approved by the group owners.

Closed: Members can be added only by the group owners. All requests to join will be rejected automatically.

Owner approval: All requests are approved or rejected by the group owners.

Save Cancel

11. In the **Search People** box, enter the names of each group member, press Enter, click **Add** ⁺ after each name, and then click **Save**.




12. In the **membership approval** tab, indicate if owner approval is required to join the group.
13. Click **Save** when done.

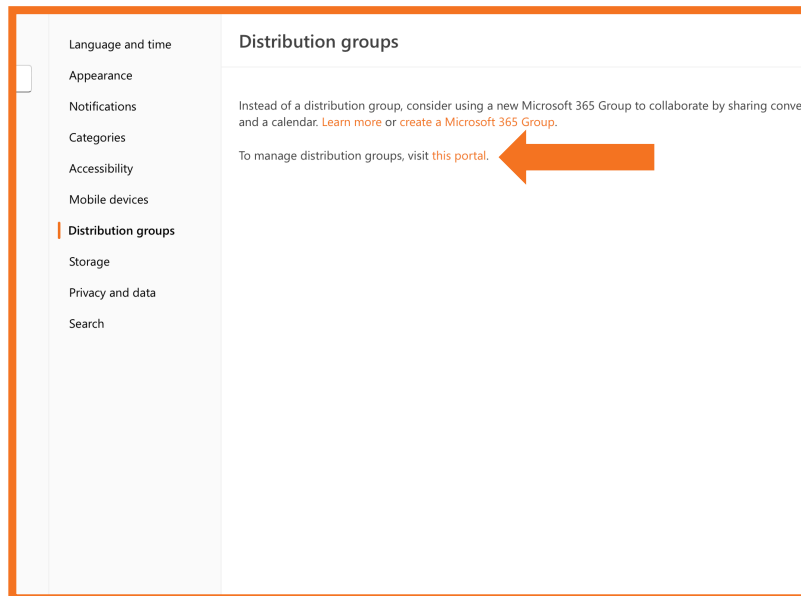


Manage a Distribution Group

Internet Explorer and Safari are the recommend browsers for making changes to a distribution group. You may encounter errors or difficulties when using other browsers.

Edit a Group

1. Select **Settings**  in the upper right-hand corner.
2. In the search window, type in “distribution groups” without the quotation marks.
3. Select **Distribution Groups** from the list that appears.
4. Select **this portal** to go to the distribution group portal.



5. The distribution groups window will appear. It may take some time for the page to load depending on your browser
6. Double click on the appropriate group from the list that appears (Make sure you are in the “Groups I Own” tab)

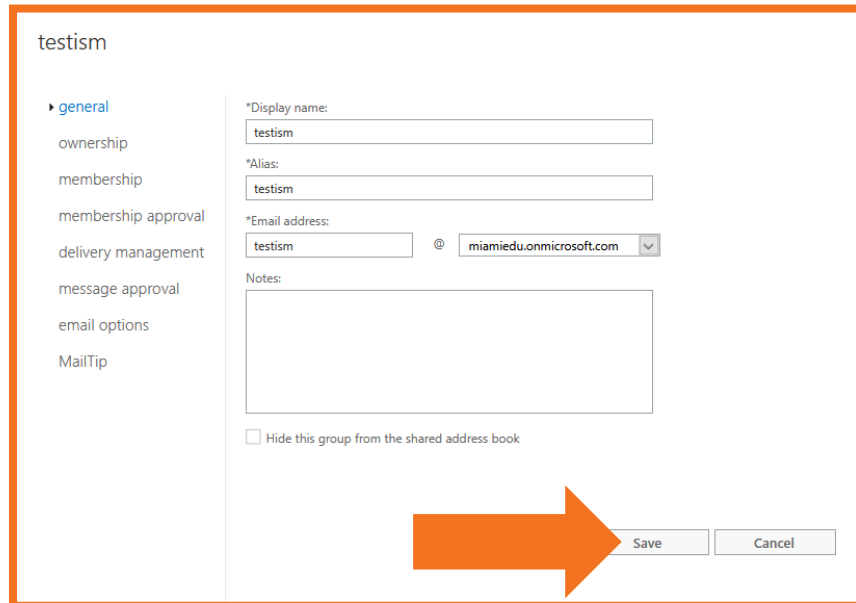
Instead of a distribution group, consider using a new Microsoft 365 Group to collaborate by sharing conversations, documents, and a calendar. [Learn more](#)

Groups I belong to Groups I own

+ Add new group Refresh 120 items Search groups I own

Name	Email address
gradestate	gradestate_o365@miamiedu.onmicrosoft.com
eapplication	eapplication_o365@miamiedu.onmicrosoft.com
eventSetup	eventSetup_o365@miamiedu.onmicrosoft.com
miamilawsurvey	miamilawsurvey_o365@miamiedu.onmicrosoft.com
Network Administrators	NetworkAdministrators_o365@miamiedu.onmicrosoft.com

7. Make the desired changes.
8. Select **Save** to save your changes or **Cancel** to leave without saving.



testism

- ▶ general
- ownership
- membership
- membership approval
- delivery management
- message approval
- email options
- MailTip

*Display name:
testism


*Alias:
testism

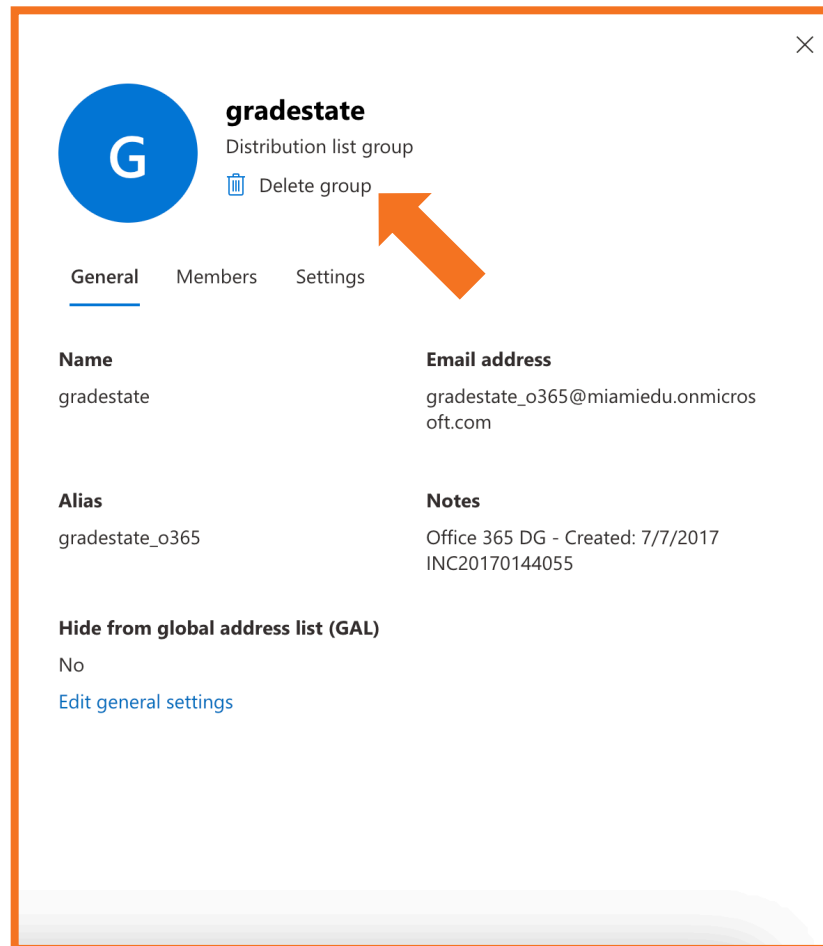
*Email address:
testism @ miamiedu.onmicrosoft.com

Notes:

Hide this group from the shared address book

Delete A Distribution Group

Under “Distribution groups I own”, find it in the list, select it, and click **Delete** .



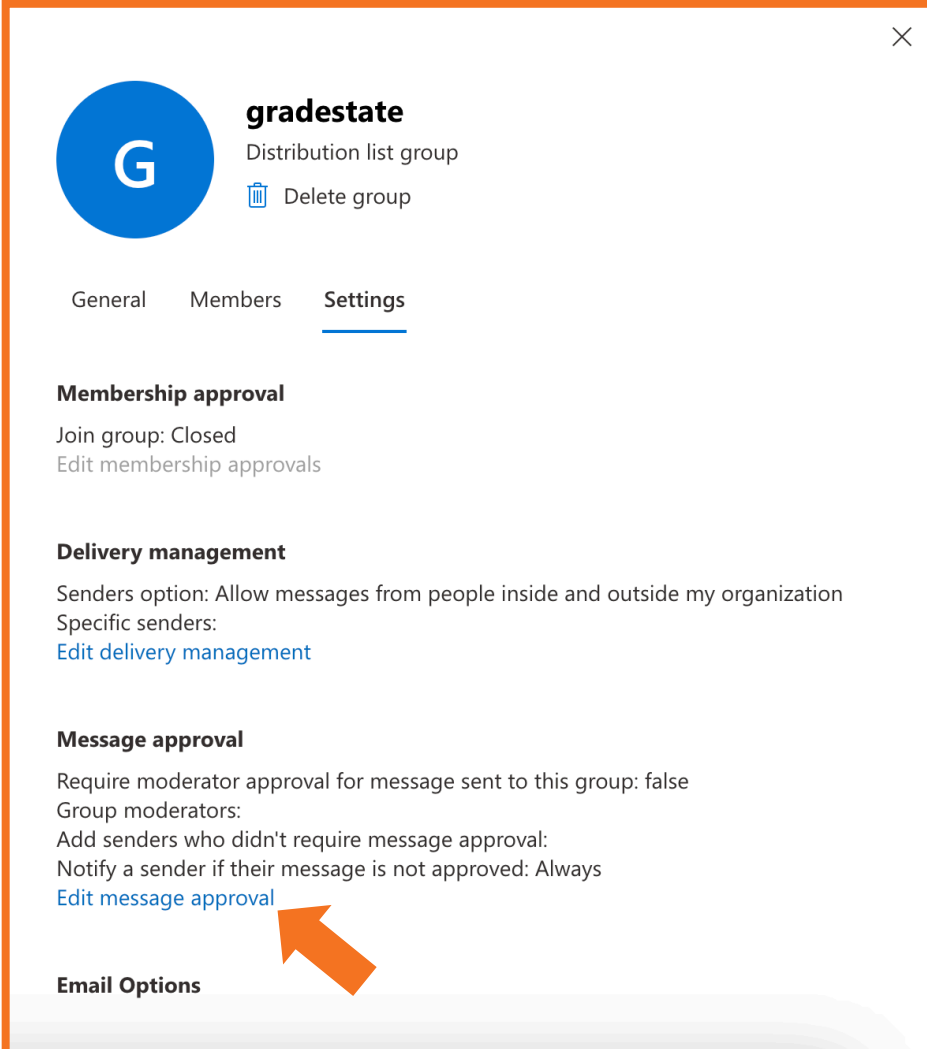
The screenshot shows the settings for a distribution group named 'gradestate'. At the top left is a blue circular icon with a white 'G'. To its right, the name 'gradestate' is displayed in bold, followed by 'Distribution list group'. Below this, there is a trash can icon and the text 'Delete group', which is highlighted by an orange arrow. Underneath are three tabs: 'General' (selected), 'Members', and 'Settings'. The 'General' tab contains several fields: 'Name' (gradestate), 'Email address' (gradestate_o365@miamiedu.onmicrosoft.com), 'Alias' (gradestate_o365), 'Notes' (Office 365 DG - Created: 7/7/2017, INC20170144055), and 'Hide from global address list (GAL)' (No). At the bottom of the 'General' section is a link for 'Edit general settings'.

Set Up a Moderated Distribution Group

Messages sent to a moderated distribution group can be screened by a group moderator before being sent to all members of the group. If you own a group, you can set up moderation rules for the group.

To configure a moderated distribution group:

1. Under “Distribution groups I own”, select the distribution group that you would like to make a moderated group.
2. Under “Settings” under “Message Approval” select **Edit message approval** and add group moderators.



gradestate
Distribution list group
[Delete group](#)

General Members **Settings**

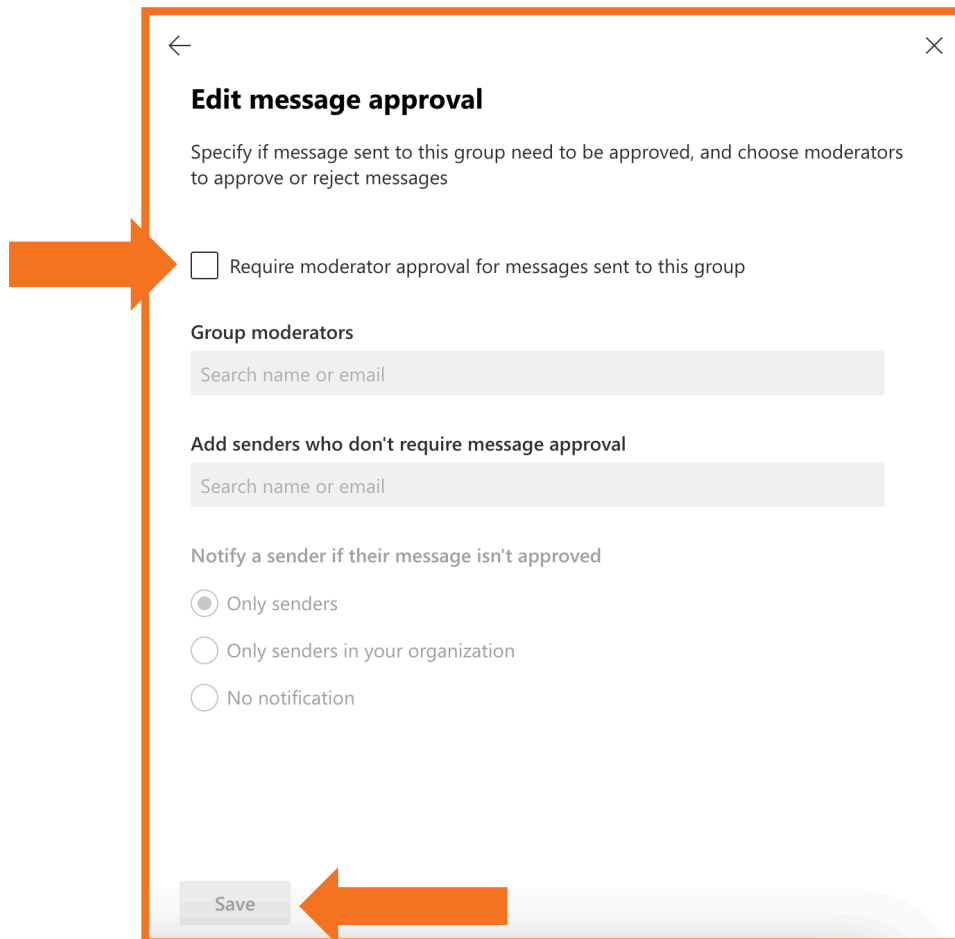
Membership approval
Join group: Closed
[Edit membership approvals](#)

Delivery management
Senders option: Allow messages from people inside and outside my organization
Specific senders:
[Edit delivery management](#)

Message approval
Require moderator approval for message sent to this group: false
Group moderators:
Add senders who didn't require message approval:
Notify a sender if their message is not approved: Always
[Edit message approval](#)

Email Options

3. Check the box next to "Require moderator approval for messages sent to this group" and choose the message approval settings you would like.
4. Select **Save** to save your changes, or **Cancel** to leave without saving.



The screenshot shows a dialog box titled "Edit message approval" with a back arrow and a close button (X) in the top left and right corners, respectively. Below the title is the instruction: "Specify if message sent to this group need to be approved, and choose moderators to approve or reject messages".

The first option is a checkbox labeled "Require moderator approval for messages sent to this group". An orange arrow points to this checkbox from the left.

Below this is a section titled "Group moderators" with a search input field labeled "Search name or email".


Next is a section titled "Add senders who don't require message approval" with another search input field labeled "Search name or email".

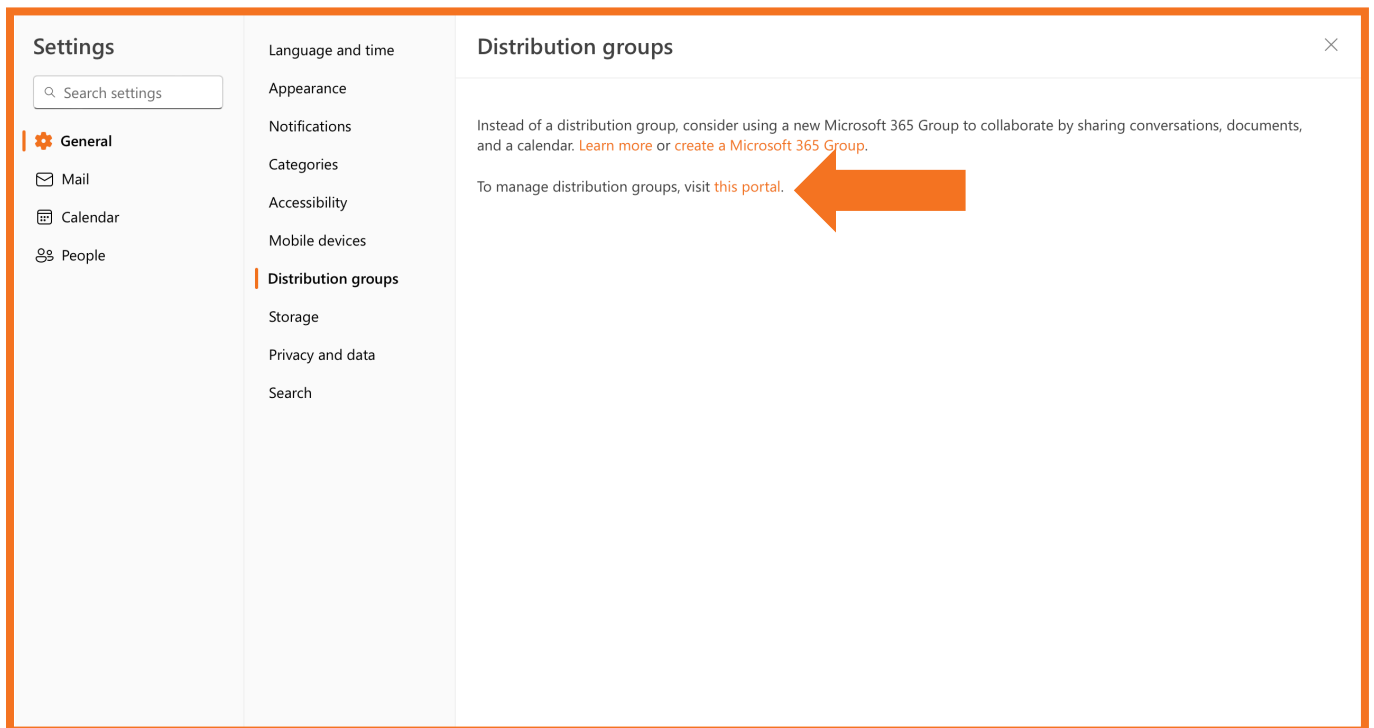
Finally, there is a section titled "Notify a sender if their message isn't approved" with three radio button options: "Only senders" (which is selected), "Only senders in your organization", and "No notification".


At the bottom left of the dialog box is a "Save" button. An orange arrow points to this button from the left.

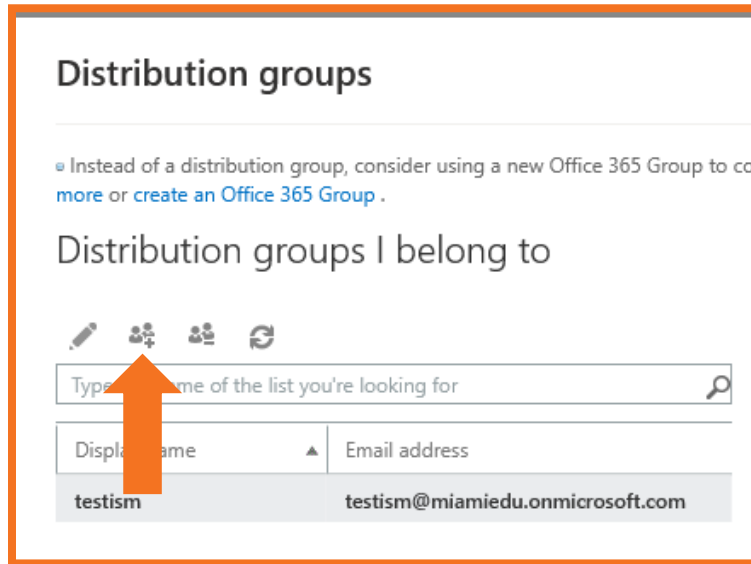
Join or Leave a Distribution Group



Join a Distribution Group

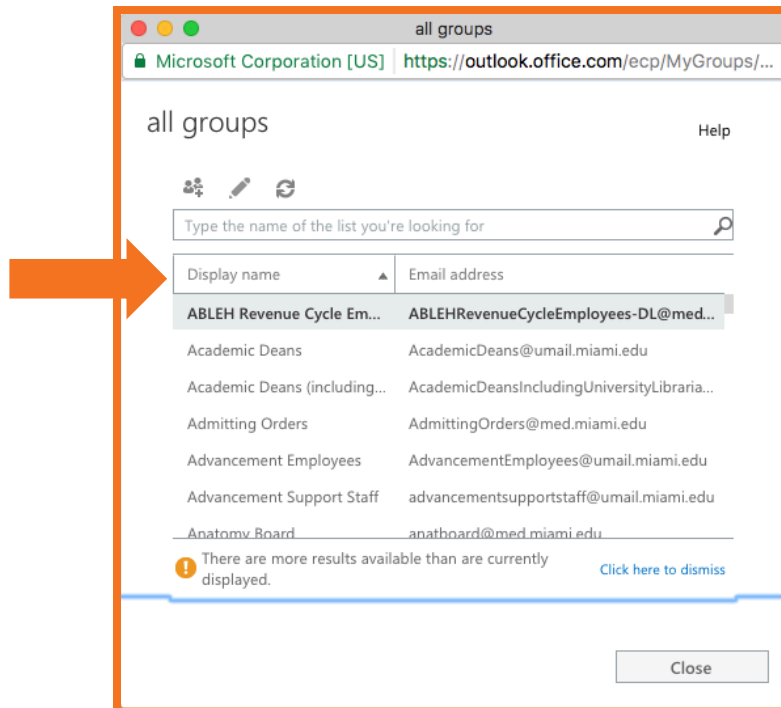
1. Log into <http://email.miami.edu> with your username and password.
2. Select **Settings**  in the upper right-hand corner.
3. In the search window, type in “distribution groups” without the quotation marks.
4. Select **Distribution Groups** from the list that appears then on **this portal**.




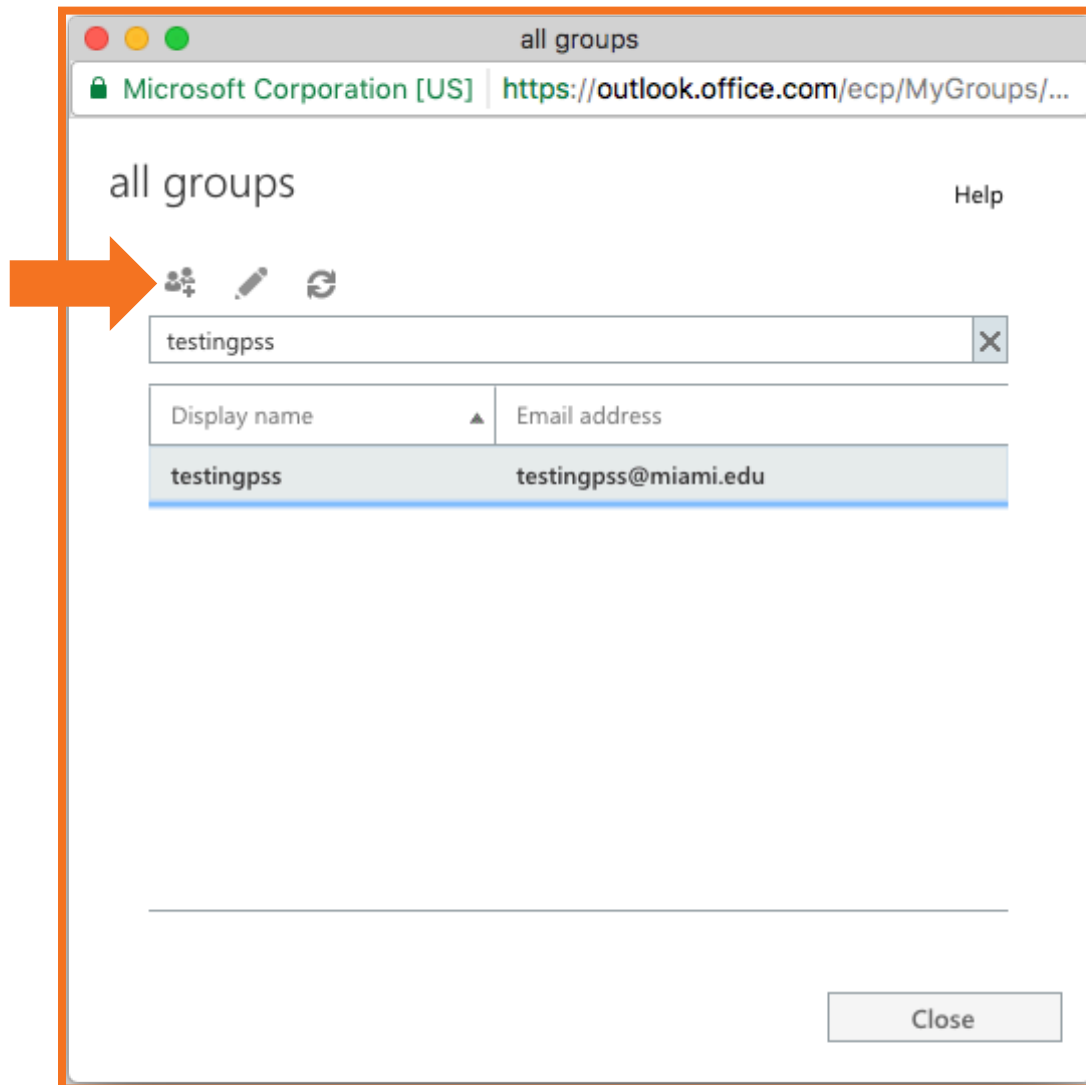
- In “Distribution groups I belong to”, Select **Join**  .



- In “Distribution In the dialog box, select the group you want to join. You can search for a group by typing all or part of its name in the search window, and then selecting the search icon  . To clear the search results, select **Clear**  .

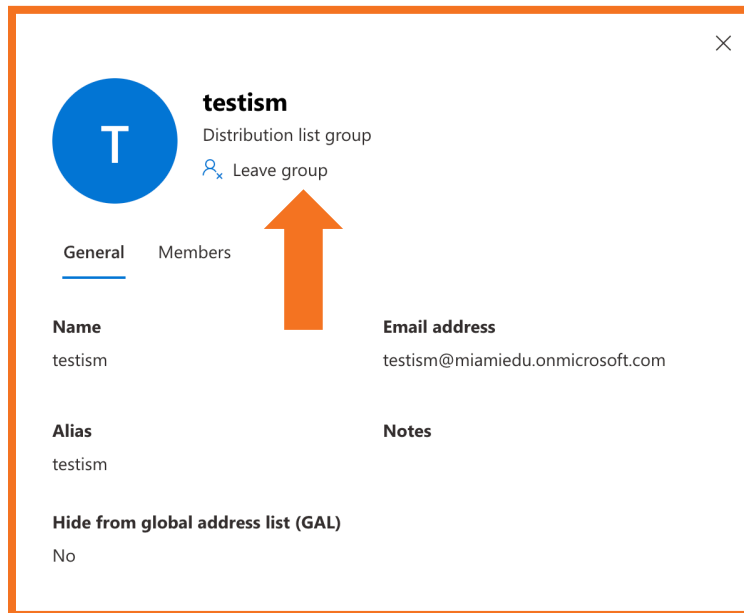


7. Select the group you want to join.
8. Select Join .



Leave a Distribution Group

1. Under “Distribution groups I belong to”, select the distribution group that you want to leave.
2. Click **Leave Group**



3. Click **Confirm** in the window that appears.

