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.
7. In the **new distribution group** dialog box, enter the details for the new group.
8. Scroll down to add members, add members as co-owners (as appropriate), and to choose whether owner approval is required for people to join the group.
9. To add members, click the **plus sign** + underneath Members.
10. In the **Search People** box, enter the names of each group member, press Enter, click **Add** after each name, and then click **Save**.

11. Back in the **new distribution group** dialog box, indicate if owner approval is required to join the group.
12. 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. The distribution groups window will appear. It may take some time for the page to load depending on your browser
5. Double click on the appropriate group from the list that appears
6. Make the desired changes.
7. Select **Save** to save your changes or **Cancel** to leave without saving.
Delete A Distribution Group

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

![Distribution groups I own](image)
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. Select Edit .

![Distribution groups I own](image)

<table>
<thead>
<tr>
<th>Display name</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>testism</td>
<td><a href="mailto:testism@miamiedu.onmicrosoft.com">testism@miamiedu.onmicrosoft.com</a></td>
</tr>
</tbody>
</table>
3. Select **Message approval**.
4. Check the box next to "Messages sent to this group have to be approved by a moderator" and choose the message approval settings you would like.
5. Select **Save** to save your changes, or **Cancel** to leave without saving.
Join or Leave a Distribution Group

Join a Distribution Group

1. Log into [http://email.miami.edu](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. In “Distribution groups I belong to”, Select Join.

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

3. Click Yes in the window that appears.

Warning
Are you sure you want to leave the group “testism”?