Office 365

Using Distribution Groups
# Table of Contents

**Creating and Managing a Distribution Group** .......................................................... 3
  Create a Distribution Group .................................................................................. 3
  Manage a Distribution Group ................................................................................ 9
    Edit a Group ......................................................................................................... 9
    Delete A Distribution Group ............................................................................... 12
  Set Up a Moderated Distribution Group ............................................................... 13

**Join or Leave a Distribution Group** .................................................................. 15
  Join a Distribution Group ..................................................................................... 15
  Leave a Distribution Group .................................................................................. 18
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.

<table>
<thead>
<tr>
<th>Language and time</th>
<th>Appearance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notifications</td>
<td>Categories</td>
</tr>
<tr>
<td>Accessibility</td>
<td>Mobile devices</td>
</tr>
<tr>
<td><strong>Distribution groups</strong></td>
<td></td>
</tr>
</tbody>
</table>

Instead of a distribution group, consider using a new Microsoft 365 Group to collaborate by sharing conversations, files, and a calendar. Learn more or create a Microsoft 365 Group.

To manage distribution groups, visit this portal.
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 tab and co-owners (as appropriate).
10. To add members, go to the next tab and click the **plus sign** + underneath Members.
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)
### Using Distribution Groups

Distribution groups can be used to simplify email distribution, making it easier to manage groups of users or resources. To add a distribution group, follow these steps:

1. **Open Microsoft 365 Admin Center**: Log in to the Microsoft 365 Admin Center using your Microsoft credentials.
2. **Navigate to Groups**: In the Admin Center, navigate to the Groups section.
3. **Create a New Group**: Click on the + Add new group button.
4. **Enter Group Details**: Provide a name and description for the group. Make sure to choose the correct group type.
5. **Add Members**: Add members to the group by selecting them from your organization's directory. You can also add email addresses directly.
6. **Save and Enable**: After adding members, save the group and enable it for use.

### Example Distribution Groups

- **grade@uﬂ.edu**: Online courses.
- **application@uﬂ.edu**: Application development.
- **miami@uﬂ.edu**: University of Miami.
- **Network Administrators**: IT network administration.

### Accessing Group Members

To access the members of a distribution group, simply click on the group name in the Groups section of the Admin Center.
7. Make the desired changes.
8. 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** ⚠️.
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

<table>
<thead>
<tr>
<th>General</th>
<th>Members</th>
<th>Settings</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

6. 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. 

![Image of group selection process]

- Select group
- Enter display name and email
- Select Join

Close
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.