



## **Office 365**

### **Using Distribution Groups**

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## Creating and Managing a Distribution Group

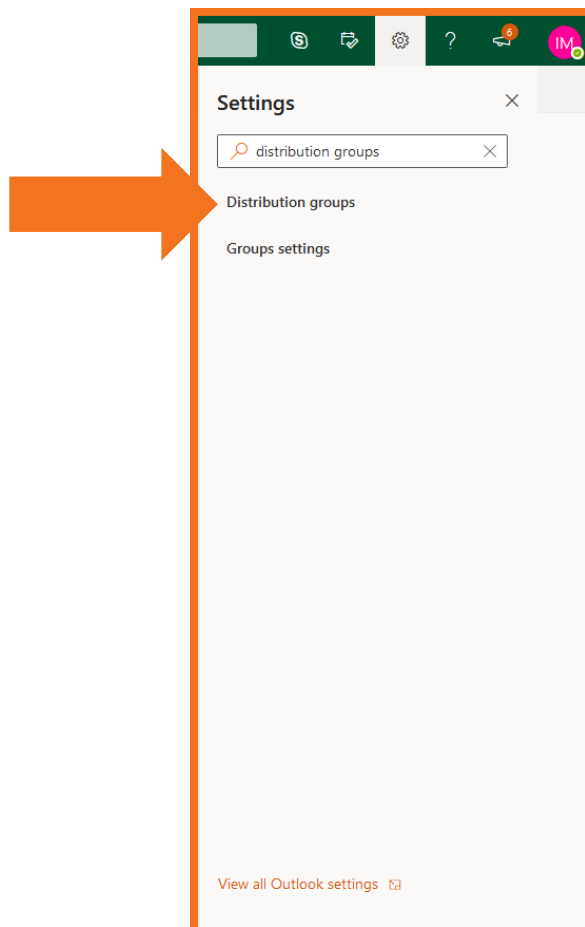
Use Distribution Groups to create, join, or leave distribution groups that are in your organization's address book.

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](mailto:help@miami.edu).

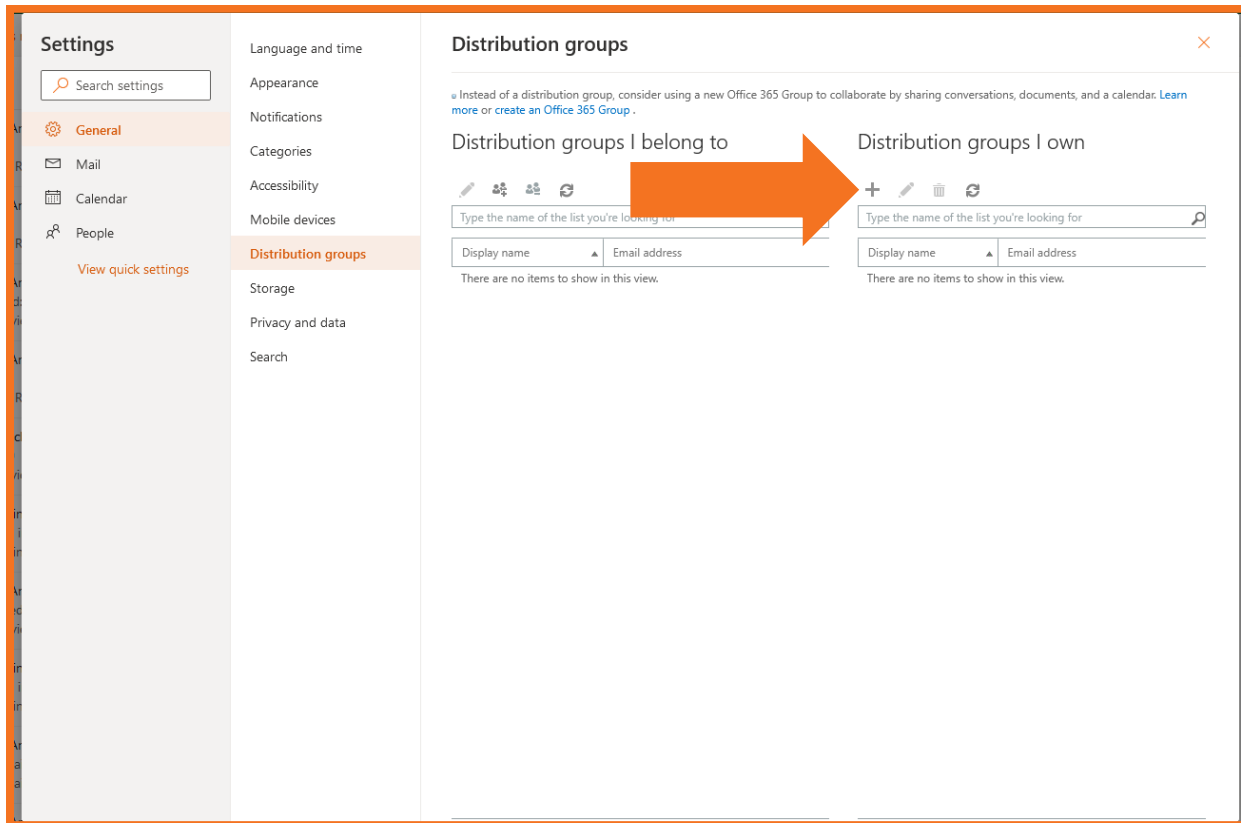
### Create a Distribution Group

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



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

new distribution group

\*Display name:

\*Alias:

\*Email address:  
 @

Notes:

Make this group a security group

\*Owners:  
+ -  

ISS Test MBX
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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.

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.

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.

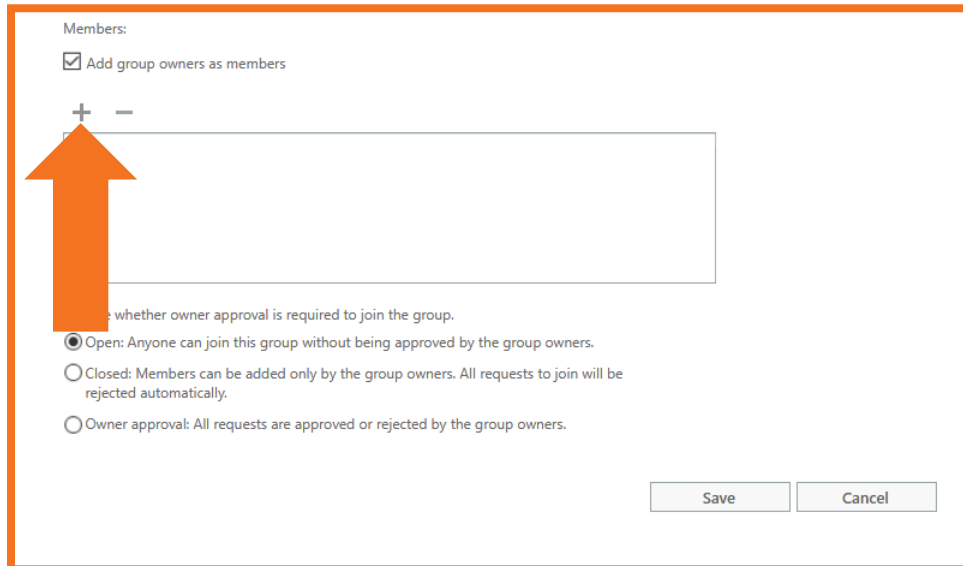
Open: Anyone can join this group without being approved by the group owners.

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


9. To add members, click the **plus sign**  underneath Members.



Members:

Add group owners as members



whether owner approval is required to join the group.

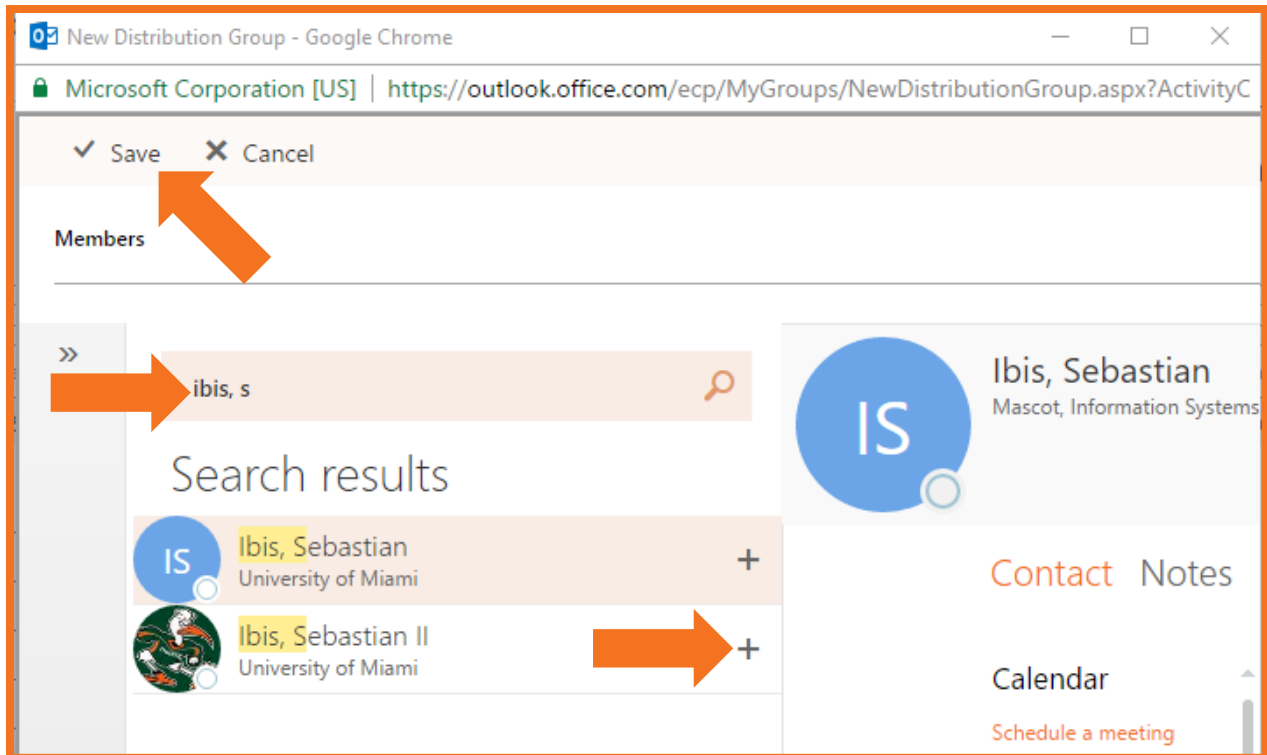
Open: Anyone can join this group without being approved by the group owners.

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

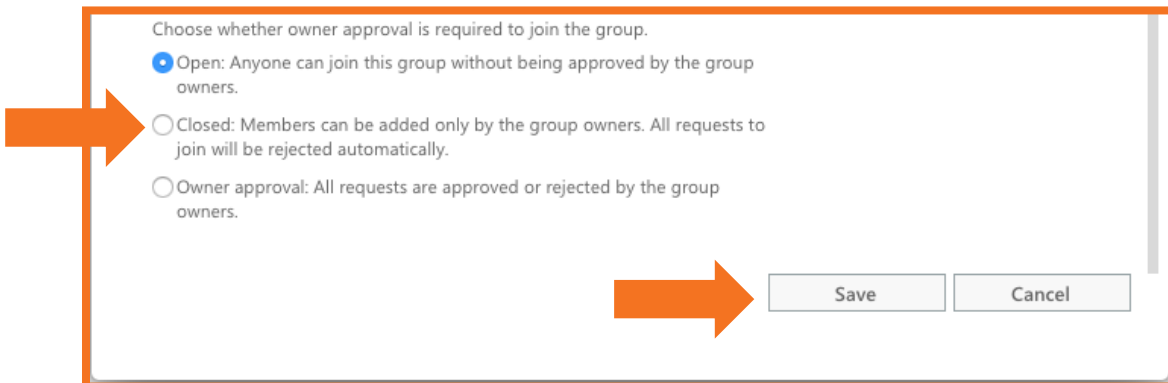
Owner approval: All requests are approved or rejected by the group owners.

Save Cancel

10. In the **Search People** box, enter the names of each group member, press Enter, click **Add** <sup>+</sup> 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.




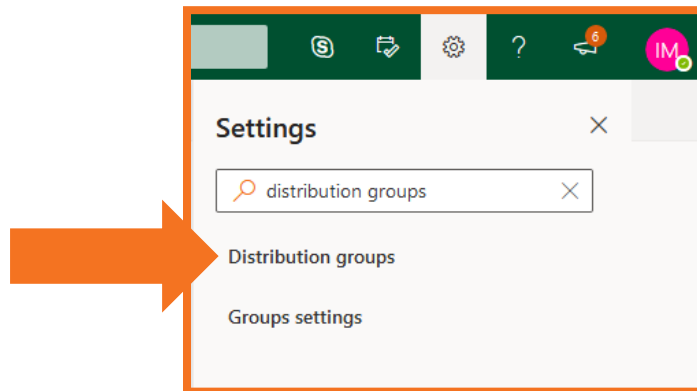


## Manage a Distribution Group

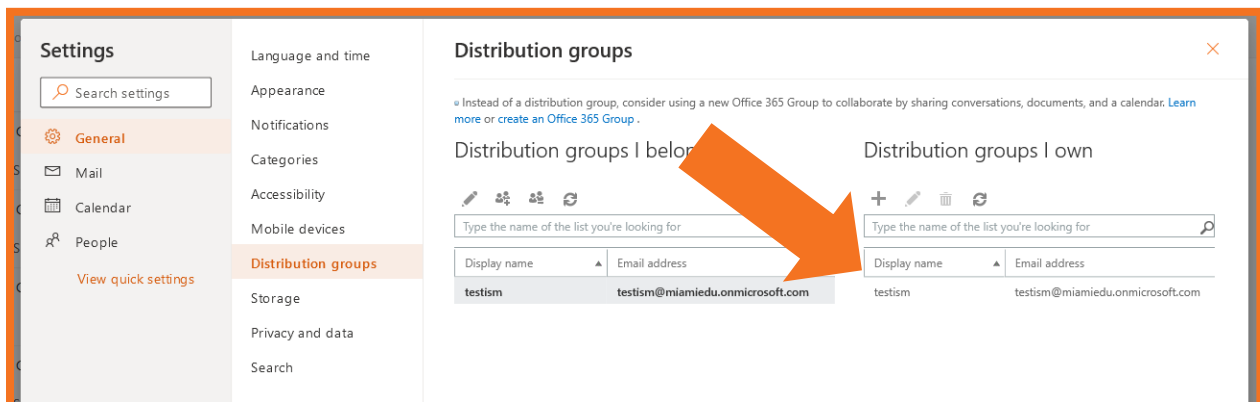
Internet Explorer and Safari are the recommend browsers for making changes to a distribution group. You may encounter errors or difficulties when using other browsers.

### Edit a Group

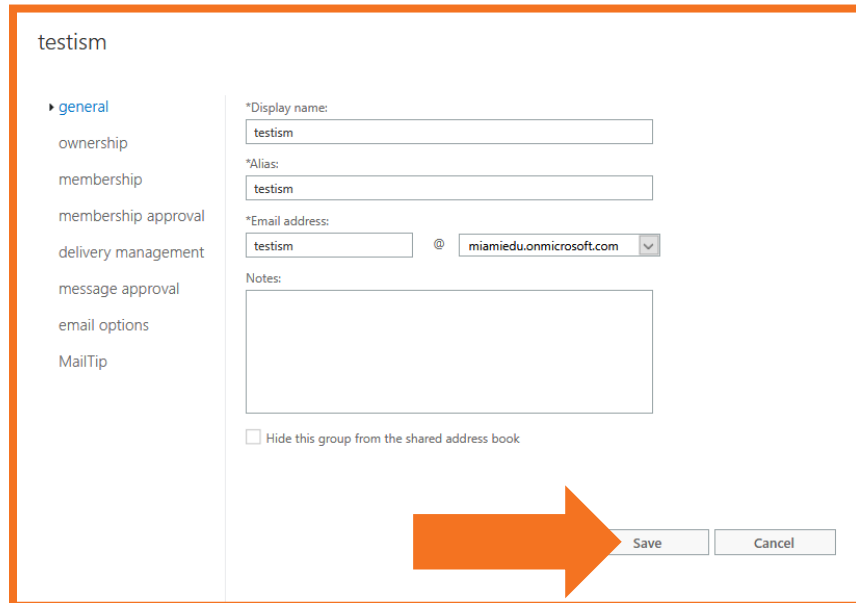
1. Select **Settings**  in the upper right-hand corner.
2. In the search window, type in “distribution groups” without the quotation marks.
3. Select **Distribution Groups** from the list that appears.



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.



testism

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

\*Display name:  
testism

\*Alias:  
testism


\*Email address:  
testism @ miamiedu.onmicrosoft.com

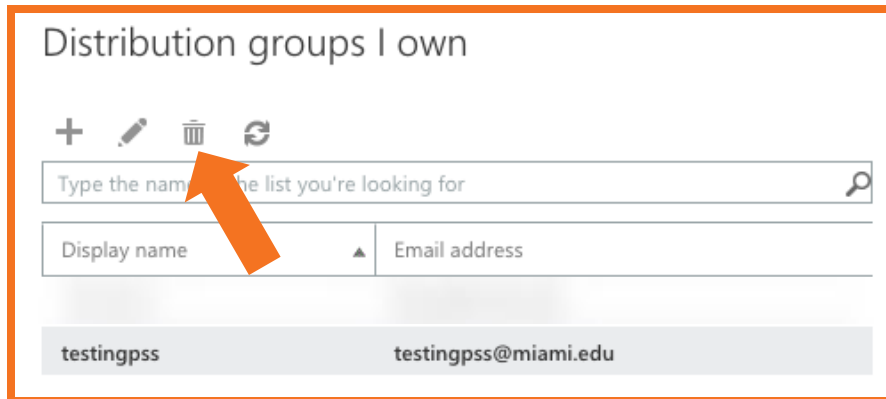
Notes:

Hide this group from the shared address book

Save Cancel

## Delete A Distribution Group

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




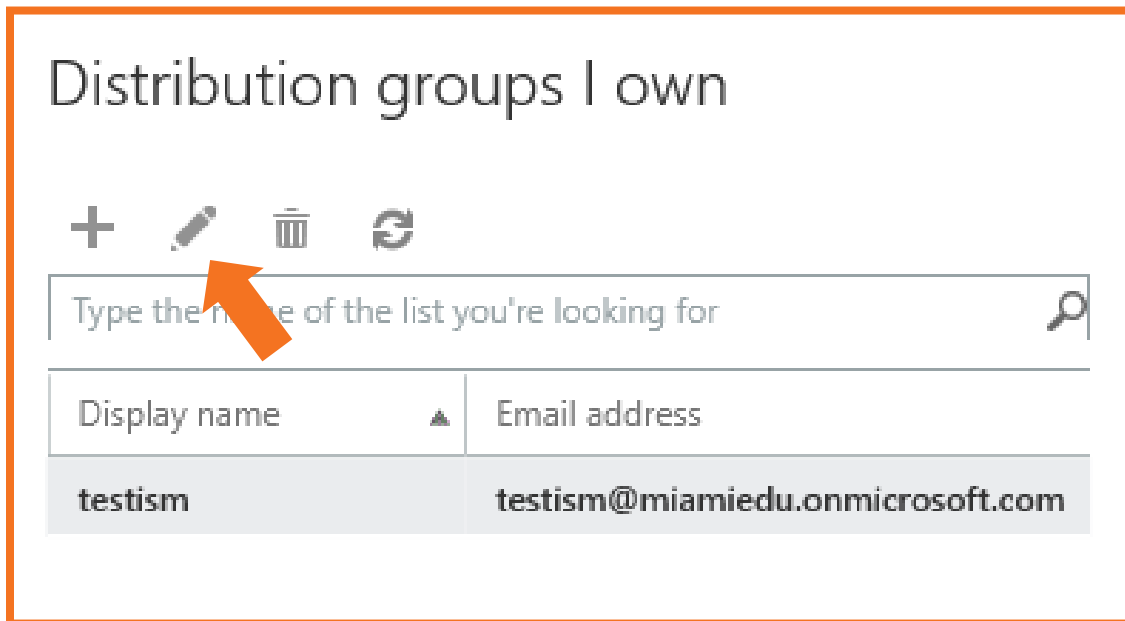
## Set Up a Moderated Distribution Group

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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


+   

Type the name of the list you're looking for 

Display name	Email address
testism	testism@miamiedu.onmicrosoft.com

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.

testism

general 

ownership

membership

membership approval

delivery management

▶ message approval

email settings

Mailbox

Messages sent to this group have to be approved by a moderator

Group moderators:

+ -

If you don't select a moderator, the group owner will review and approve messages.

Senders who don't require message approval:

+ -


You can select senders who can send messages to the group without message approval.

Choose when to send moderation notifications.

Notify all senders when their messages aren't approved.

Notify senders in your organization when their messages aren't approved.


Don't notify anyone when a message isn't approved.

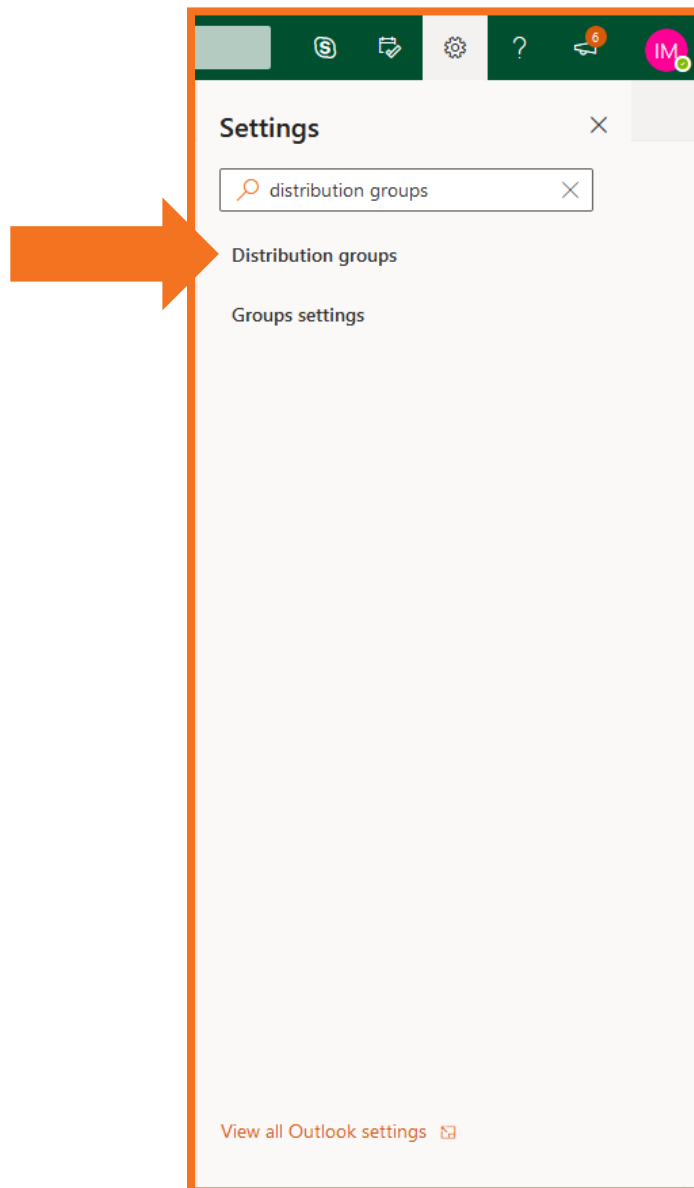
 Save Cancel


## Join or Leave a Distribution Group

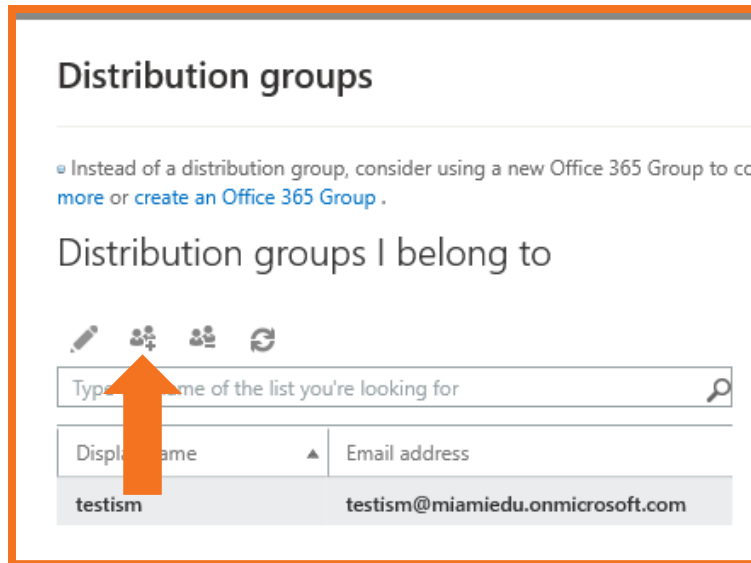
### Join a Distribution Group



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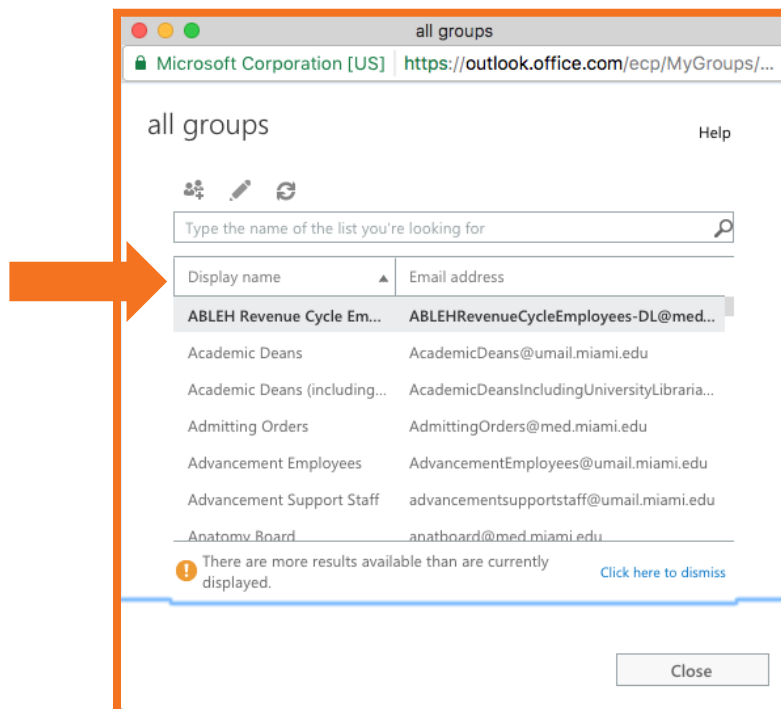
1. Log into <http://email.miami.edu> with your username and password.
2. Select **Settings**  in the upper right-hand corner.
3. In the search window, type in “distribution groups” without the quotation marks.
4. Select **Distribution Groups** from the list that appears




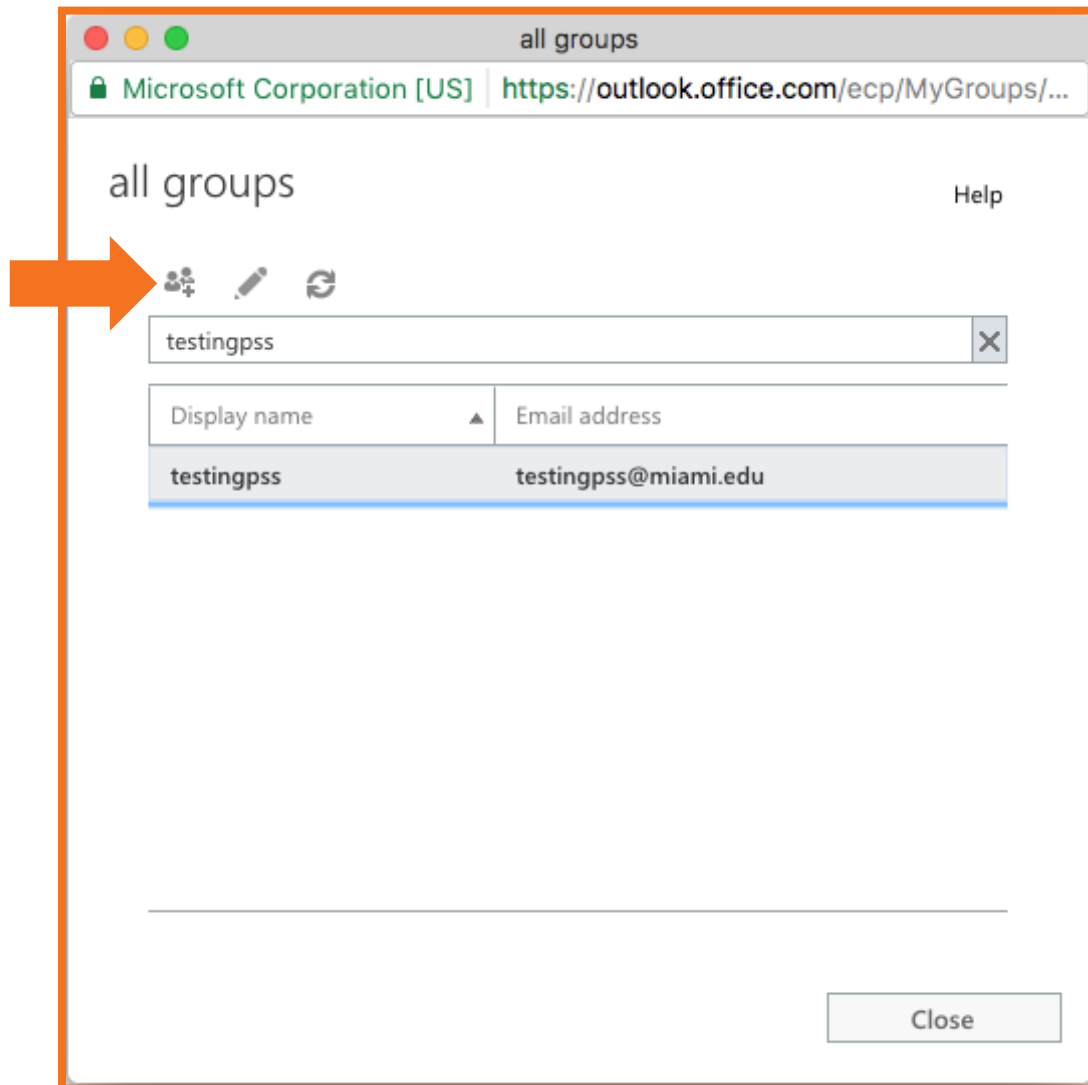
- In “Distribution groups I belong to”, Select **Join** .



- 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 .

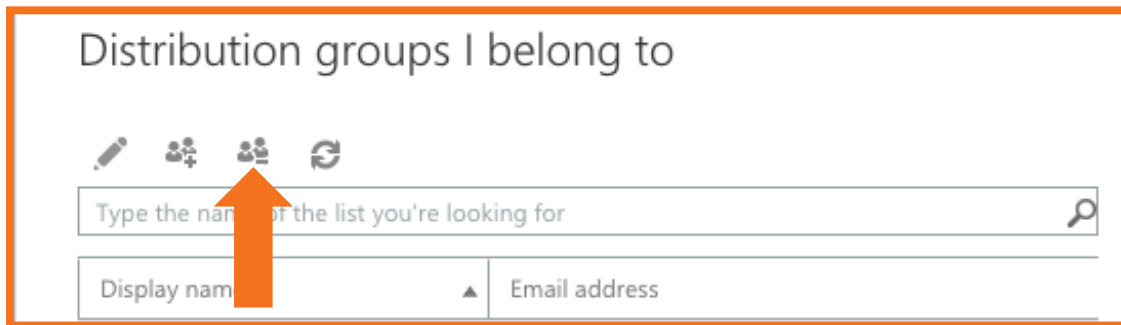




## Leave a Distribution Group

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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.

