



## **Office 365**

### **Using Distribution Groups**



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## Creating and Managing a Distribution Group

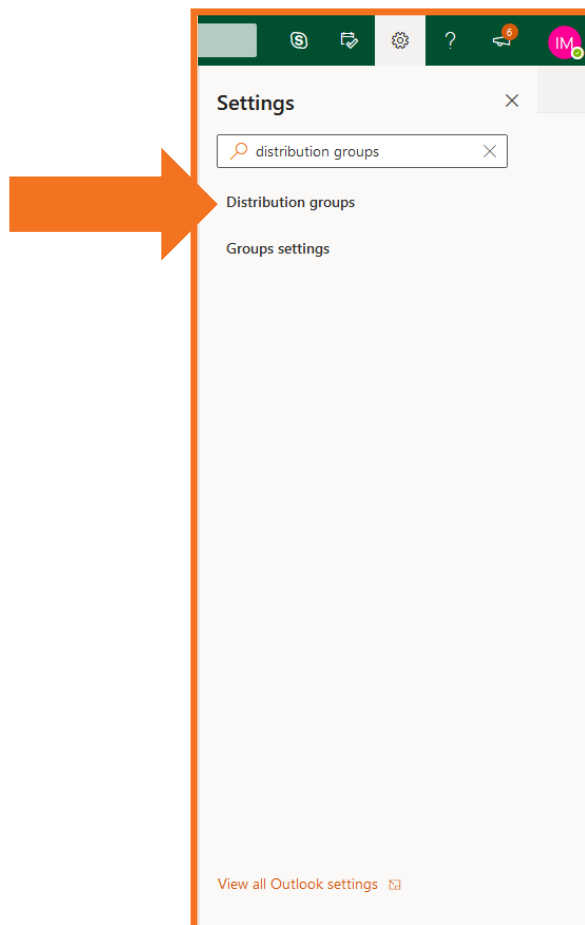
Use Distribution Groups to create, join, or leave distribution groups that are in your organization's address book.

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 Service Desk](#).

### Create a Distribution Group

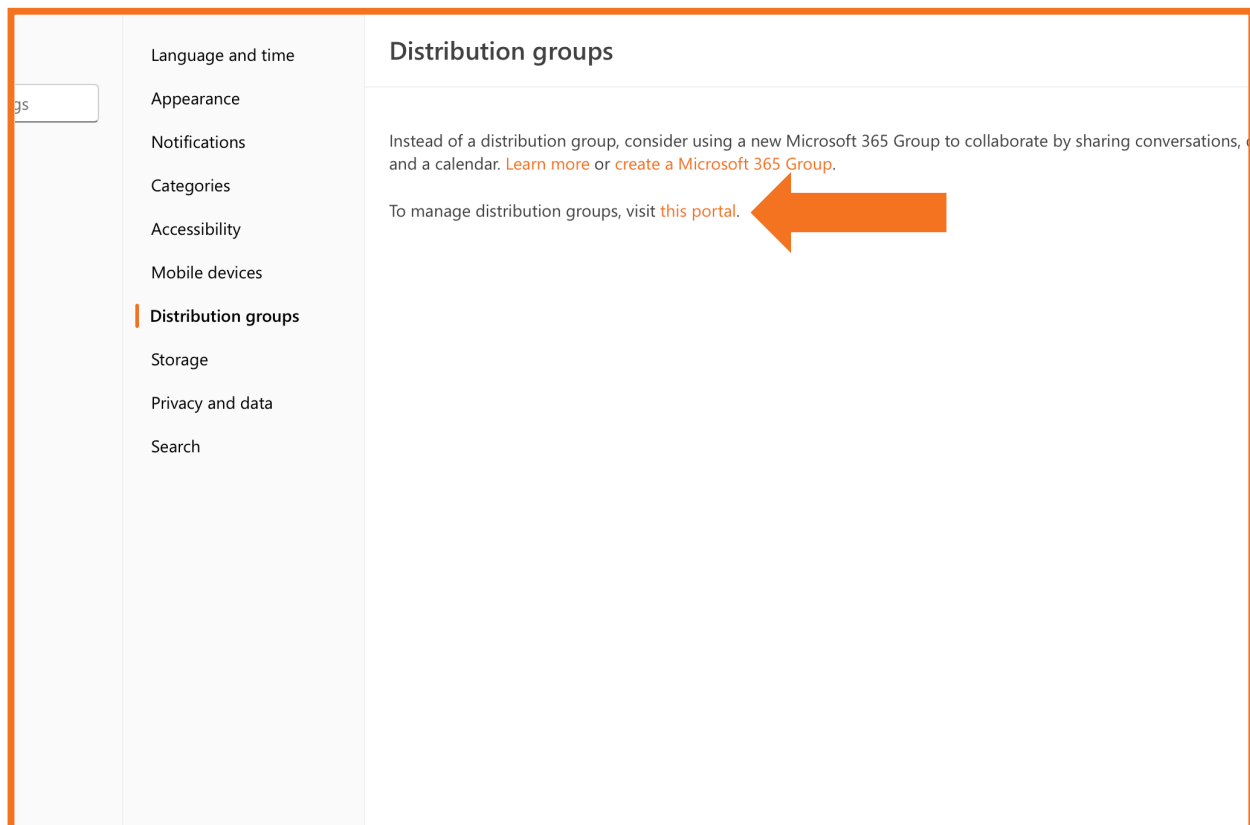
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1. Log into <http://email.miami.edu> with your username and password.
2. Select **Settings** ⚙️ in the upper right-hand corner.
3. In the search window, type in "distribution groups" without the quotation marks.
4. Select **Distribution Groups** from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



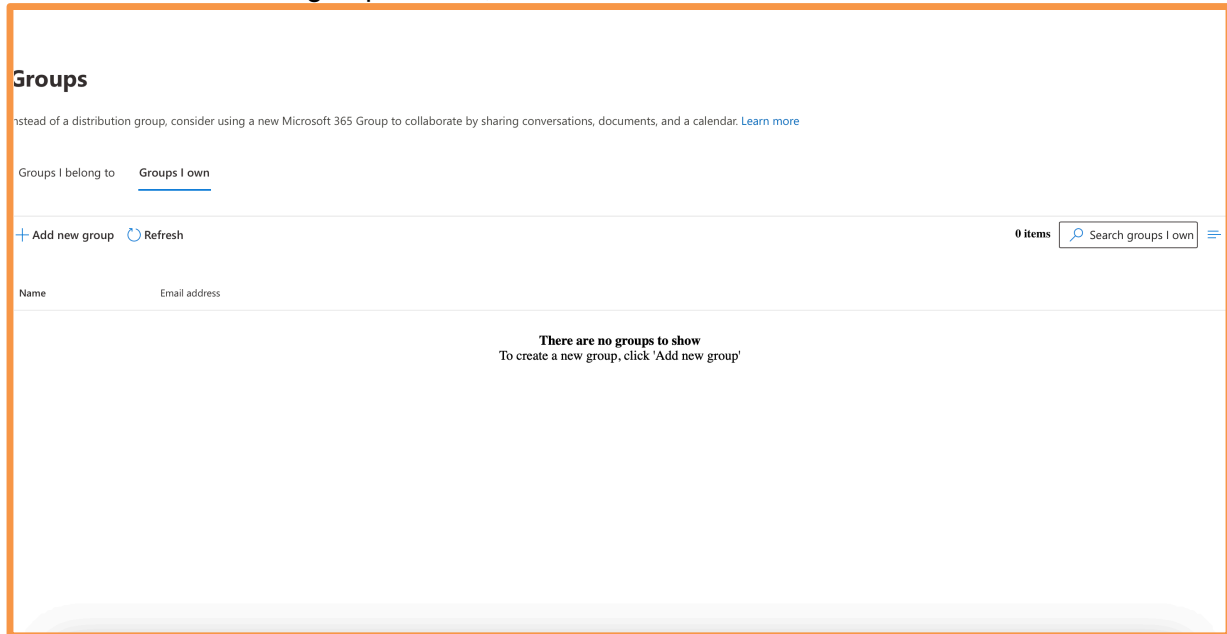


5. The distribution groups window will appear. It may take some time for the page to load depending on your browser.
6. Click on **this portal** to access distribution groups.

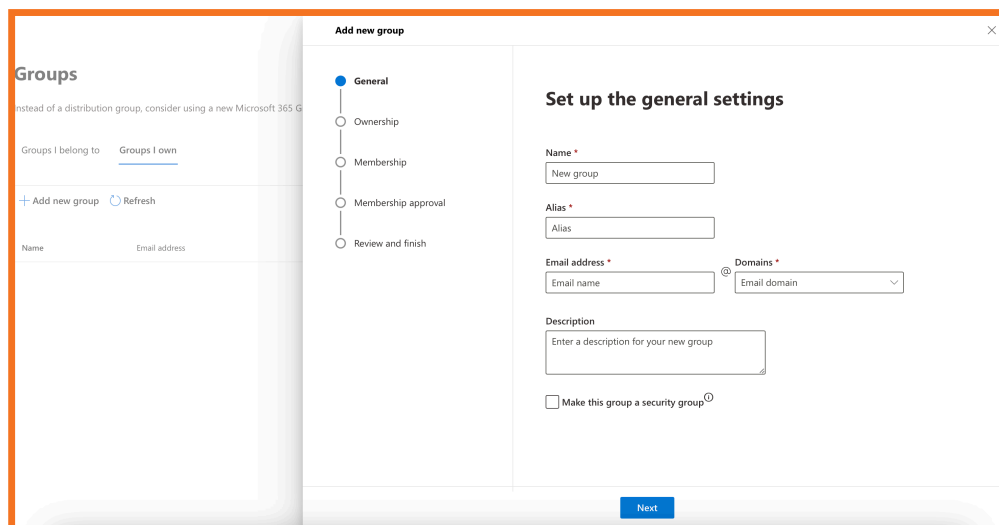




7. Under “Distribution groups I own”, click **New** +

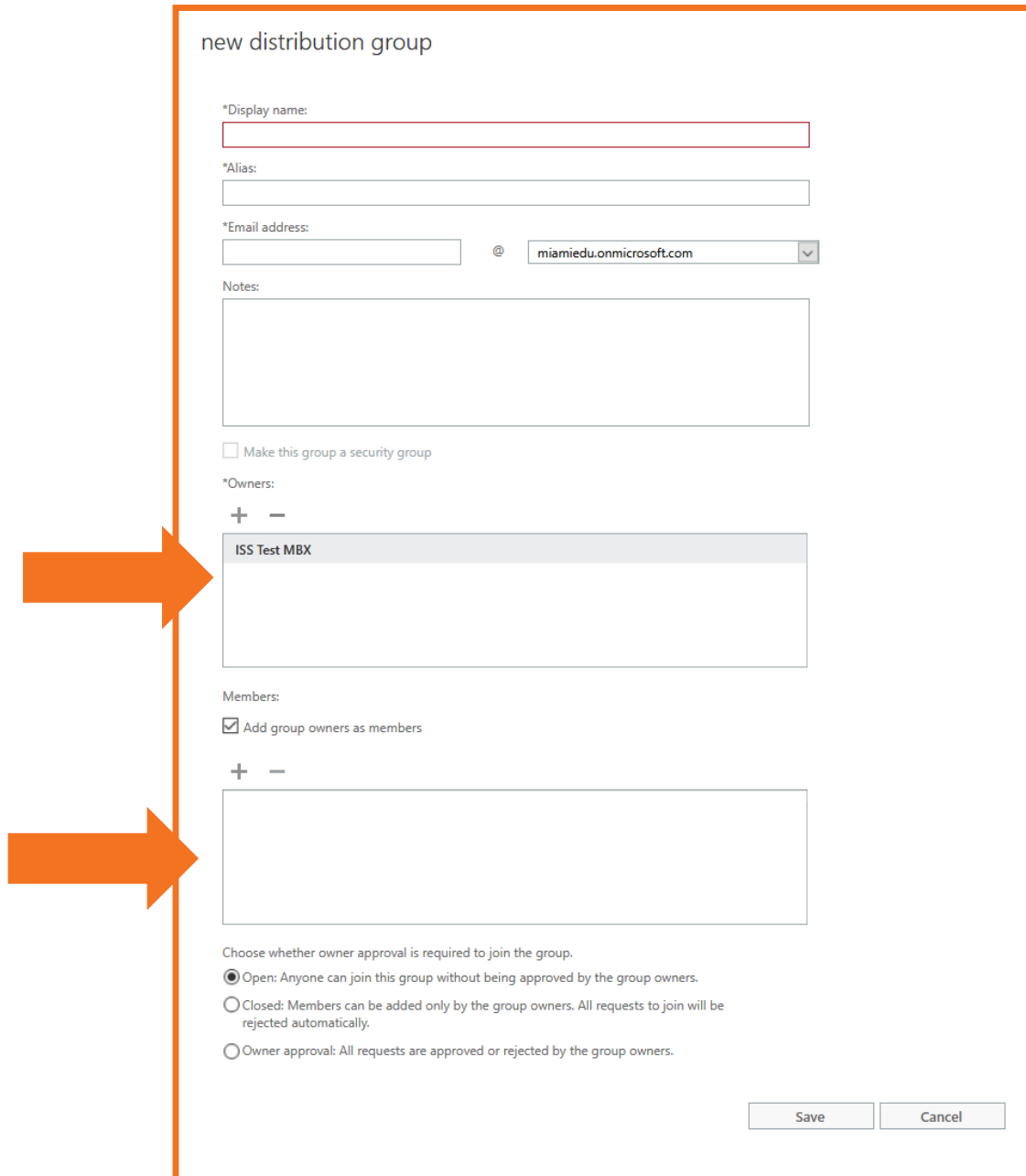


8. In the **new distribution group** dialog box, enter the details for the new group.





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

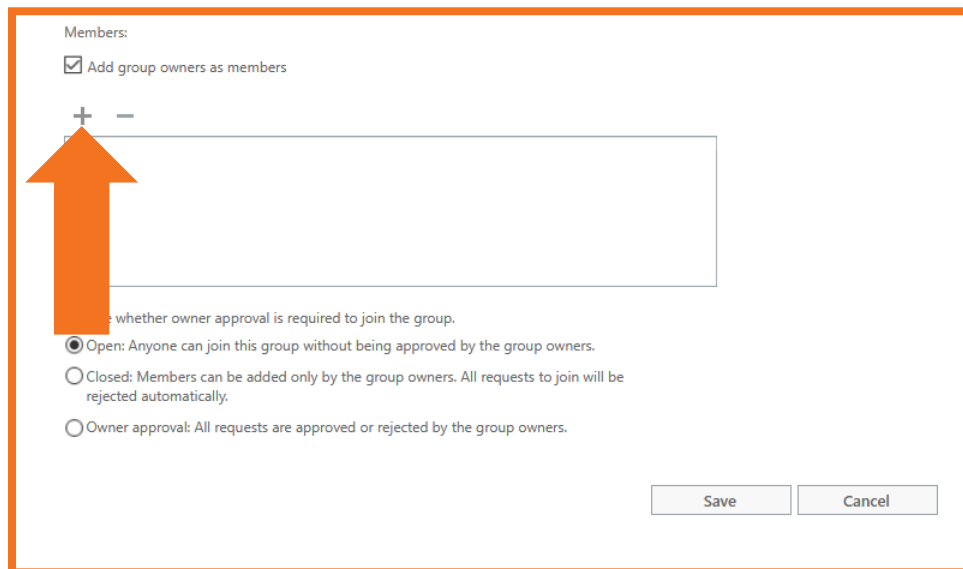
Members:  
☒ Add group owners as members  
+ -

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

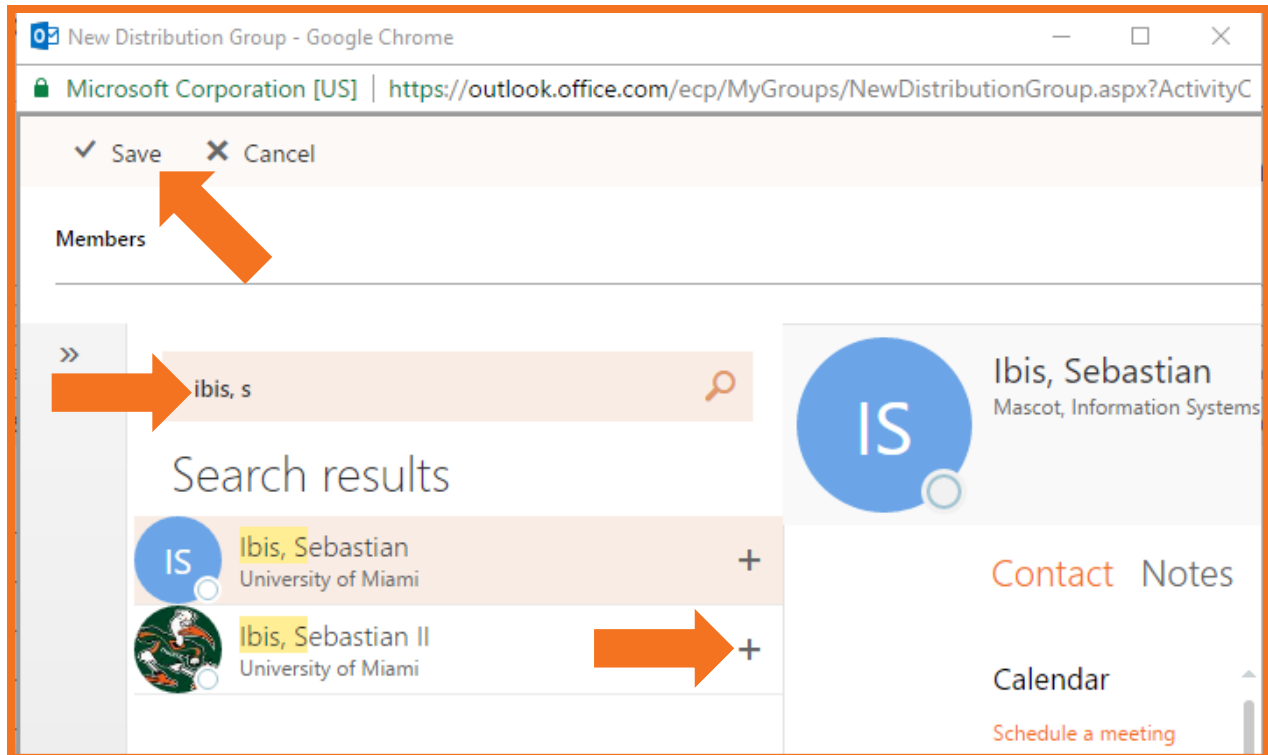


10. To add members, go to the next tab and click the **plus sign**  underneath Members.

A screenshot of a 'Members' dialog box. At the top, it says 'Members:'. Below that is a checked checkbox labeled 'Add group owners as members'. Underneath is a large text input field with a '+' icon to its left and a '-' icon to its right. A large orange arrow points to the '+' icon. Below the input field is a section titled 'Whether owner approval is required to join the group.' with three radio button options: 'Open: Anyone can join this group without being approved by the group owners.' (which is selected), 'Closed: Members can be added only by the group owners. All requests to join will be rejected automatically.', and 'Owner approval: All requests are approved or rejected by the group owners.' At the bottom right are 'Save' and 'Cancel' buttons.



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.





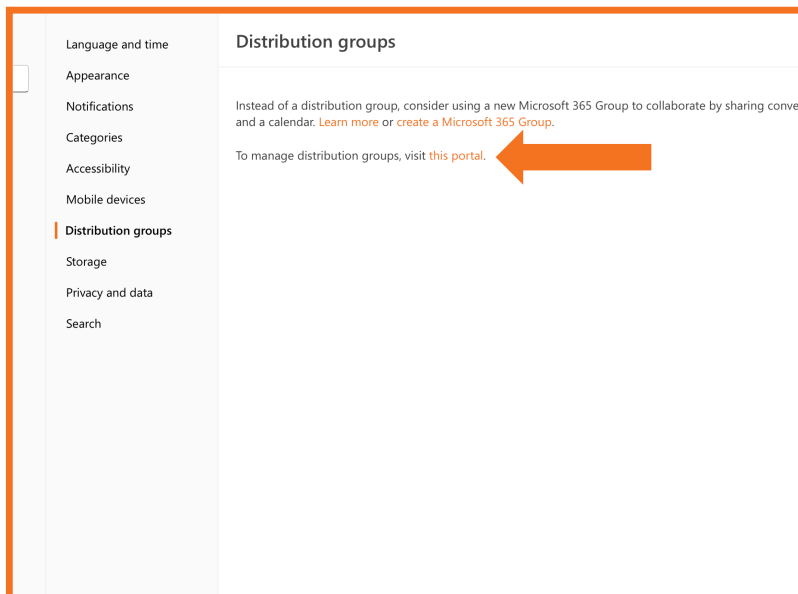
## Manage a Distribution Group

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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](#)

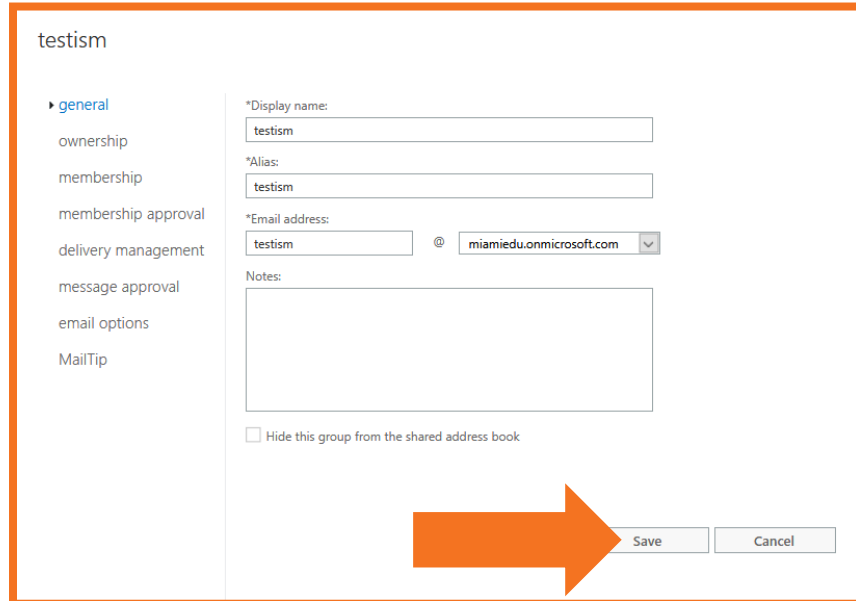
Groups I belong to   Groups I own

+ 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.

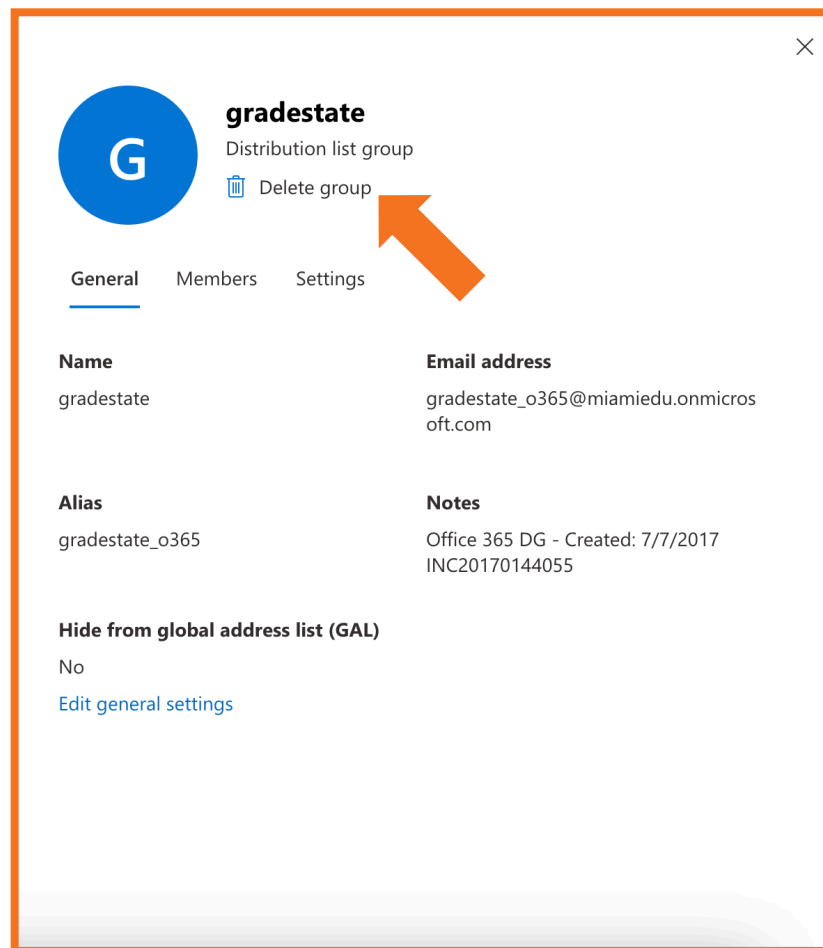


The screenshot shows the 'testism' group settings page. On the left is a sidebar with a list of tabs: 'general' (selected), 'ownership', 'membership', 'membership approval', 'delivery management', 'message approval', 'email options', and 'MailTip'. The main content area for the 'general' tab contains the following fields: '\*Display name:' with a text box containing 'testism'; '\*Alias:' with a text box containing 'testism'; '\*Email address:' with a text box containing 'testism' followed by an '@' symbol and a dropdown menu showing 'miamiedu.onmicrosoft.com'; and a 'Notes:' text area. Below these fields is a checkbox labeled 'Hide this group from the shared address book'. At the bottom right, there are 'Save' and 'Cancel' buttons. A large orange arrow points from the left towards the 'Save' button.



## Delete A Distribution Group

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



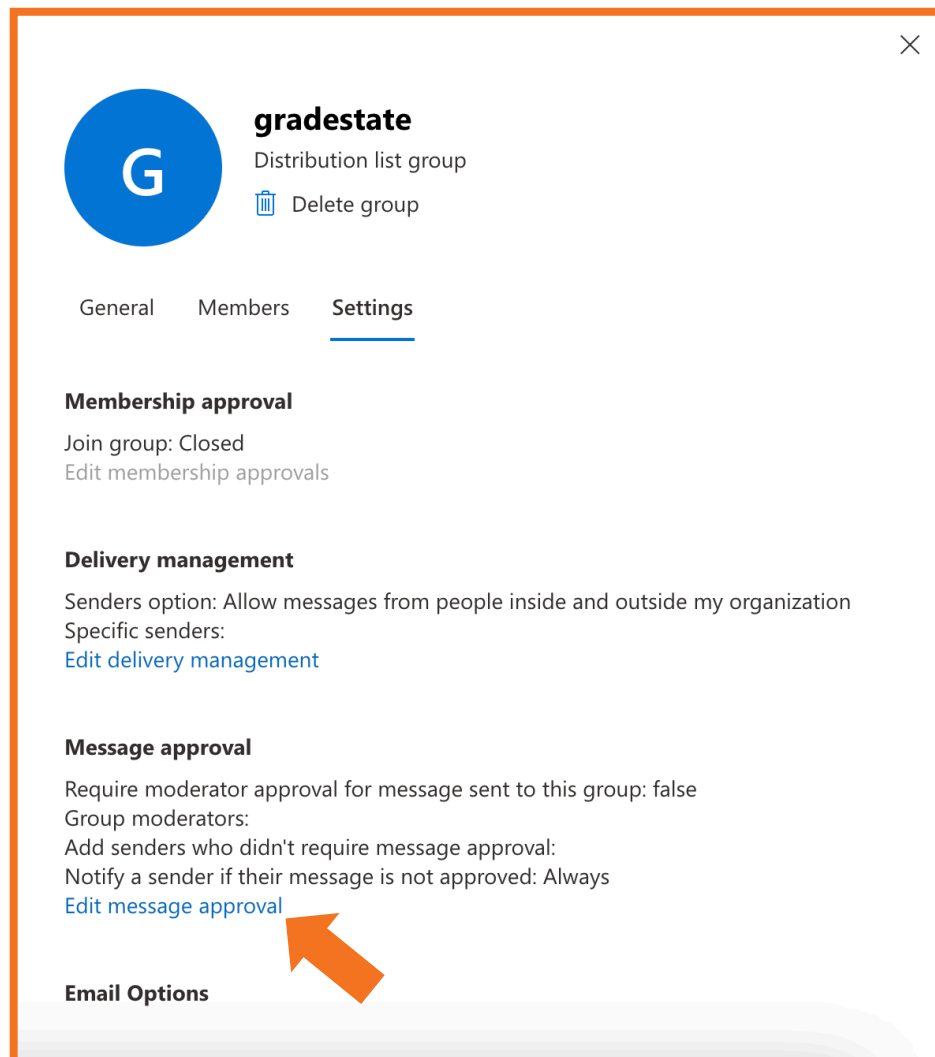


## Set Up a Moderated Distribution Group

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.

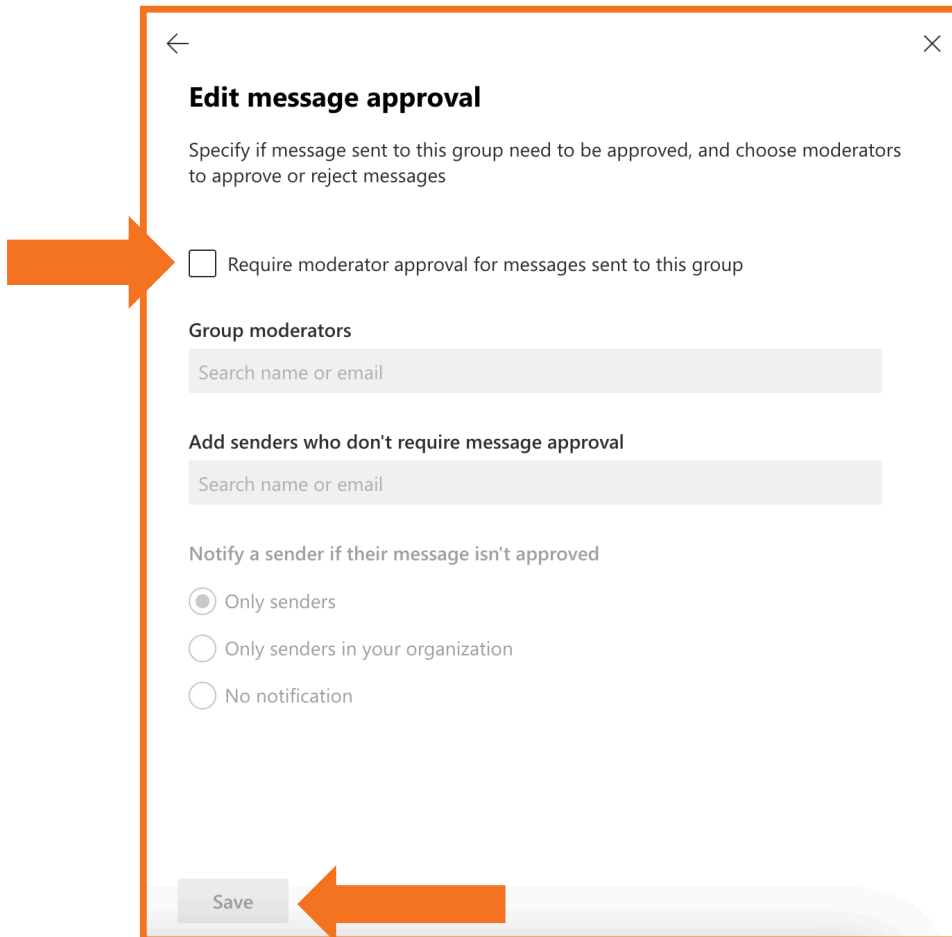
To configure a moderated distribution group:

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.





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 mobile interface for editing message approval settings. At the top, there is a title bar with a back arrow and a close 'X' button. Below this is the title "Edit message approval" followed by a descriptive text: "Specify if message sent to this group need to be approved, and choose moderators to approve or reject messages". A large orange arrow points to a checkbox labeled "Require moderator approval for messages sent to this group". Below this, there are two search bars: "Group moderators" and "Add senders who don't require message approval". Further down, 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, there is a "Save" button, which is highlighted by another large orange arrow.

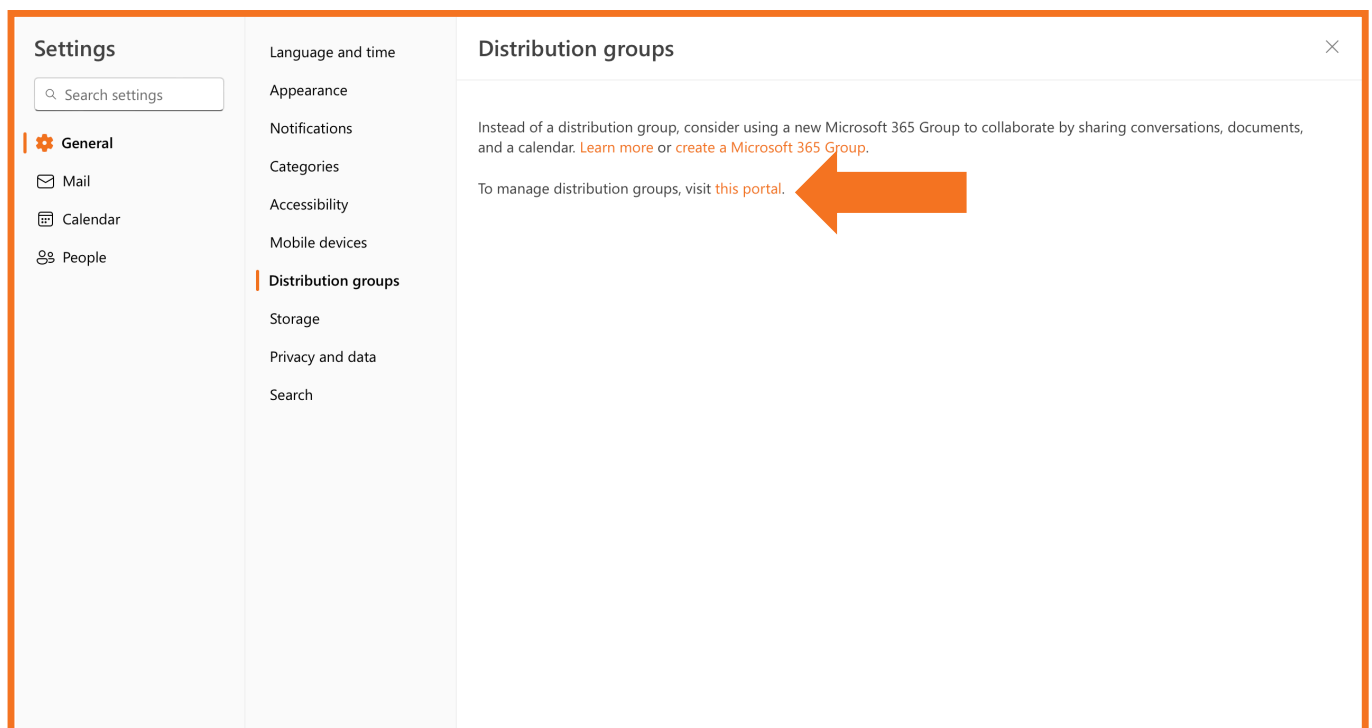


## Join or Leave a Distribution Group


### Join a Distribution Group

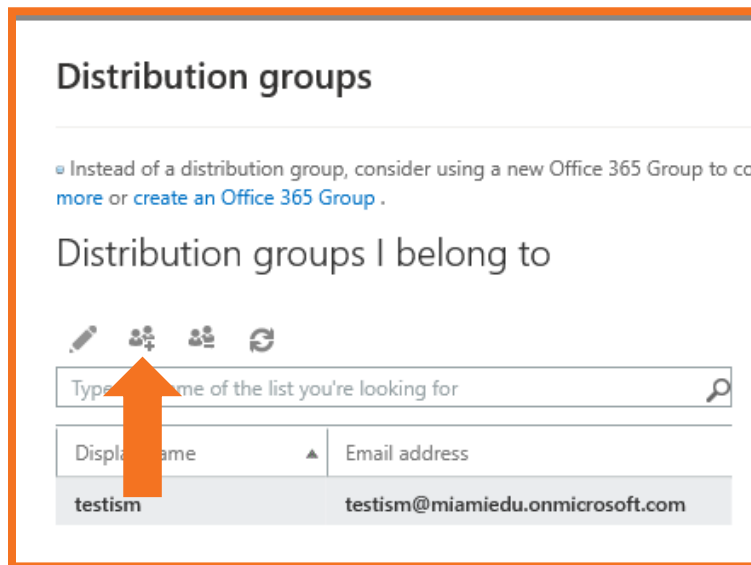
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1. Log into <http://email.miami.edu> with your username and password.
2. Select **Settings** ⚙️ in the upper right-hand corner.
3. In the search window, type in “distribution groups” without the quotation marks.
4. Select **Distribution Groups** from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

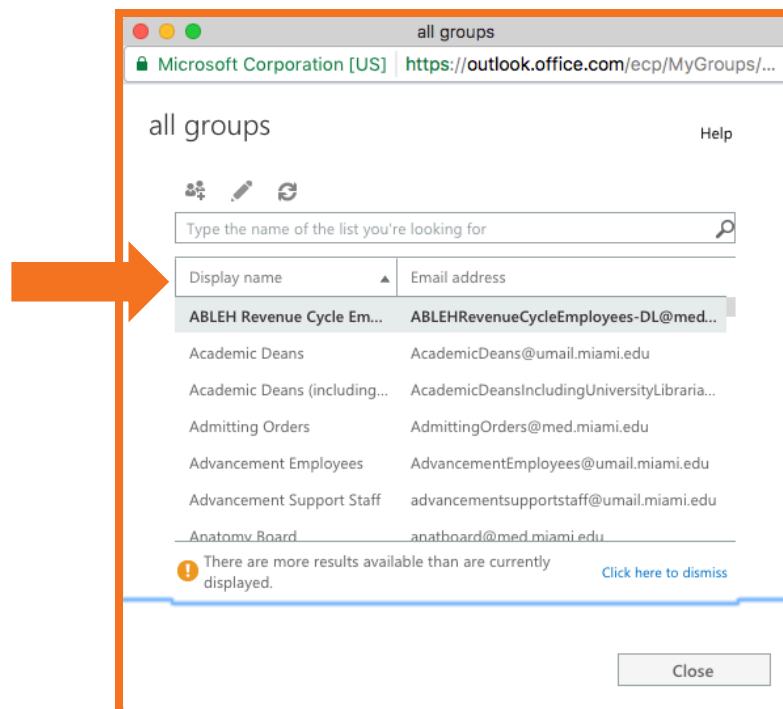





5. In “Distribution groups I belong to”, Select **Join** .

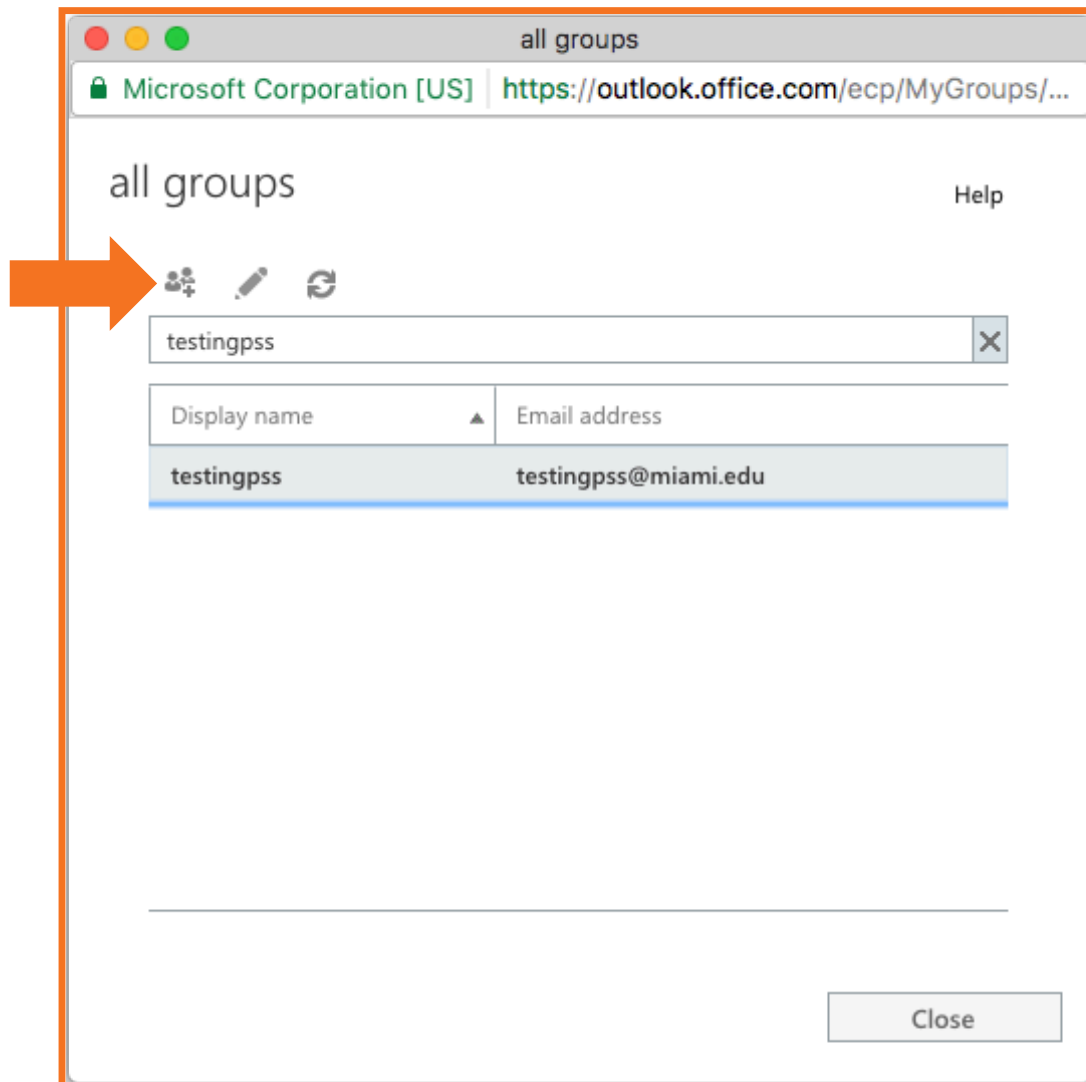


6. In “Distribution In the dialog box, select the group you want to join. You can search for a group by typing all or part of its name in the search window, and then selecting the search icon . To clear the search results, select **Clear** .





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

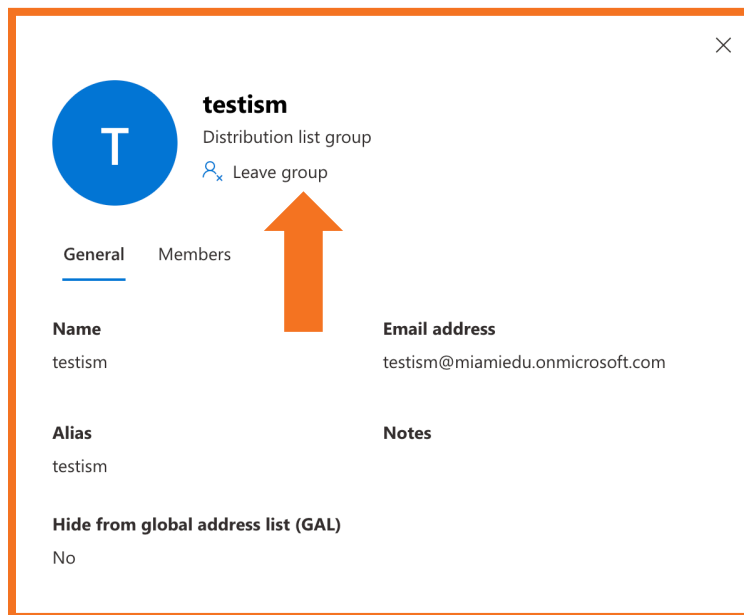




## Leave a Distribution Group

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



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

