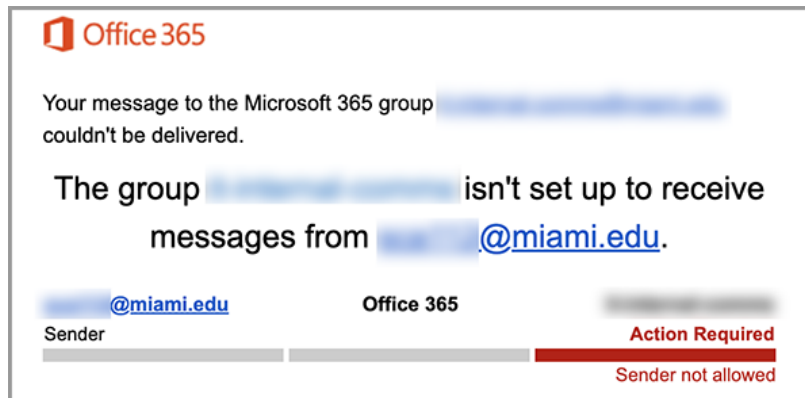


Tip Sheet: Enable Distribution Lists and Microsoft 365 Groups to Allow Messages from UM Gmail Accounts

By default, Distribution Lists and Microsoft 365 Groups are set to only people inside the organization. **Since Distribution Lists and Microsoft 365 Groups are managed via Microsoft 365 services, they do not recognize Gmail as being "inside" the organization.**

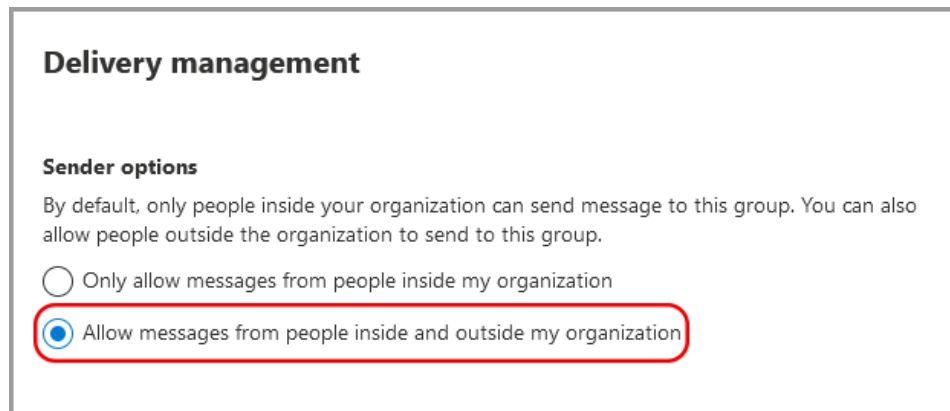
For reference, below is a sample of an undelivered notice to a Microsoft 365 group:



How to Allow Messages from a University of Miami Gmail Email Address

Distribution Lists Settings

To be able to send to a Distribution List from a University of Miami Gmail email address, an owner of the group must select "Allow messages from people inside and outside my organization" in the Delivery Management > Sender Options settings. (See *screengrab below.*)



Microsoft 365 Group Settings

To be able to send to a Microsoft 365 from a University of Miami Gmail email address, an owner of the group must select "Let people outside the organization email the groups" in the Edit Group > About > External email settings. (See *screengrab below.*)



Tip Sheet: Enable Distribution Lists and Microsoft 365 Groups to Allow Messages from UM Gmail Accounts

Edit group

Working together on a project or a shared goal? Create a group to give your team a space for conversations, shared files, scheduling events and more.

About Members

@miami.edu

Description

Edit settings

Privacy
Private - Only approved members can see what's inside

Language for group-related notifications
English (United States)

External email settings
 Let people outside the organization email the groups

Subscription
 Members will receive all group conversations and events in their inboxes. They can stop following this group later if they want to.

Save Discard Delete group

If you have any questions or concerns, please contact the IT Service Desk – Coral Gables/Marine: 305-284-6565 or help@miami.edu; UHealth/MSOM: 305-243-5999 or help@med.miami.edu.

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