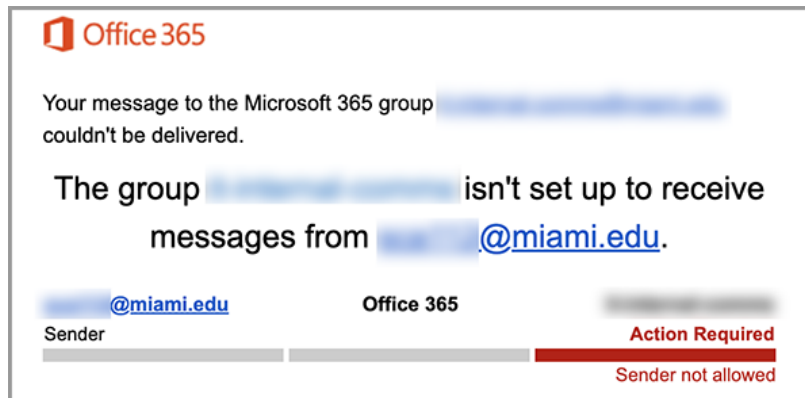## Tip Sheet:
Enable Distribution Lists and Microsoft 365 Groups to Allow Messages from UM Gmail Accounts

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 <u>not</u> recognize Gmail as being "inside" the organization.**
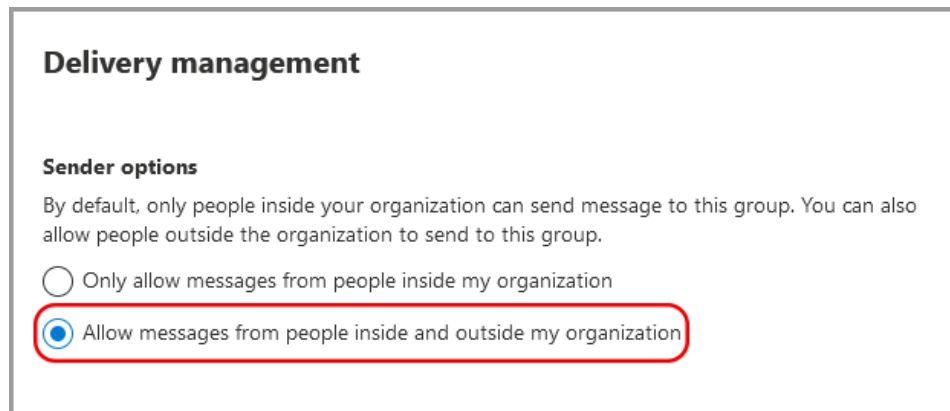
For reference, below is a sample of an undelivered notice to a Microsoft 365 group:

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 <u>owner</u> of the group must select "<u>Allow messages from people inside and outside my organization</u>" 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 <u>owner</u> of the group must select "<u>Let people outside the organization email the groups</u>" in the Edit Group > About > External email settings. *(See screengrab below.)*

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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.