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 ......................................................................................... 19
Creating and Managing a Distribution Group

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

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. At the bottom of the Settings panel, under Your app settings, click Mail.
4. In the left panel, click **General** to expand the list, and click **Distribution groups**.
5. Under “Distribution groups I own”, click **New**.

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

7. **Leave the email address suffix as @miamiedu.onmicrosoft.com.** Otherwise your group will not be able to receive emails from outside the University.
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.
9. To add members, click the **plus sign** underneath Members.

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.
10. In the **Search People** box, enter the names of each group member, press Enter, click **Add** after each name, and then click **Save**.

11. Back in the **new distribution group** dialog box, click **Save**.
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. At the bottom of the Settings panel, under Your app settings, click Mail.
3. In the left panel, click **General** to expand the list, and click **Distribution groups**.
4. Under “Distribution groups I own”, select the group you want to edit. 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**.

5. Select **Edit**.

6. Make the desired changes.

7. 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  

![Distribution groups I own](image)

Type the name in the list you’re looking for

Display name | Email address
---|---
testingpss | testingpss@miami.edu
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 want to make a moderated group.
2. Select Edit.

![Distribution groups I own](image)
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.
Join or Leave a Distribution Group

Join a Distribution Group

1. Select Settings in the upper right-hand corner.
2. At the bottom of the Settings panel, under Your app settings, click Mail.
3. In the left panel, click **General** to expand the list, and click **Distribution groups**.
4. In “Distribution groups I belong to”, Select **Join**. 

5. 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**.
6. Select the group you want to join.
7. Select Join 🔄.

![Distribution Group Selection](image-url)
Leave a Distribution Group

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