Delta College
Managing Distribution Groups

The URL to sign in and manage distribution groups is:
https://admin.exchange.microsoft.com/?page=groups#/

This will initially show all groups you belong to. To manage groups you own, click the "Groups I own" tab.

Groups

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

  🔗 Join   ○ Refresh   5 items   🔍 Search groups I bel... ≡

○	Name ↑	Email address
○	ALL-OIT-LIST	ALL-OIT-LIST@delta.edu
○	help_owners	help_owners@delta.edu
○	Lab1_App_Student	Lab1_App_Student@delta.edu
○	OIT-HELPDESK-LIST	OIT-HELPDESK-LIST@delta.edu
○	Staff_Admin1	Staff_Admin1@delta.edu

This will display any groups you can manage. If you are supposed to be able to manage a group that is not found here, you need to be added as an owner by another owner or by OIT. Click on the row corresponding to the group you're going to edit to bring up its options pane.

Groups

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   1 item   🔍 Search groups I own ≡

○	Name ↑	Email address
○	OIT-HELPDESK-LIST	OIT-HELPDESK-LIST@delta.edu

Under General, you can edit general settings such as the display name, alias, and whether the list will show up in a search of the Global Address list. I've hidden this list, which means it doesn't show up in search, but I can still email it if I enter its email address into the "To" field in an email.

Under the Members tab, owners can add or remove members or owners. Note that owners will be able to manage the group, while members can only receive emails sent to the group. Owners who are not members won't receive emails.
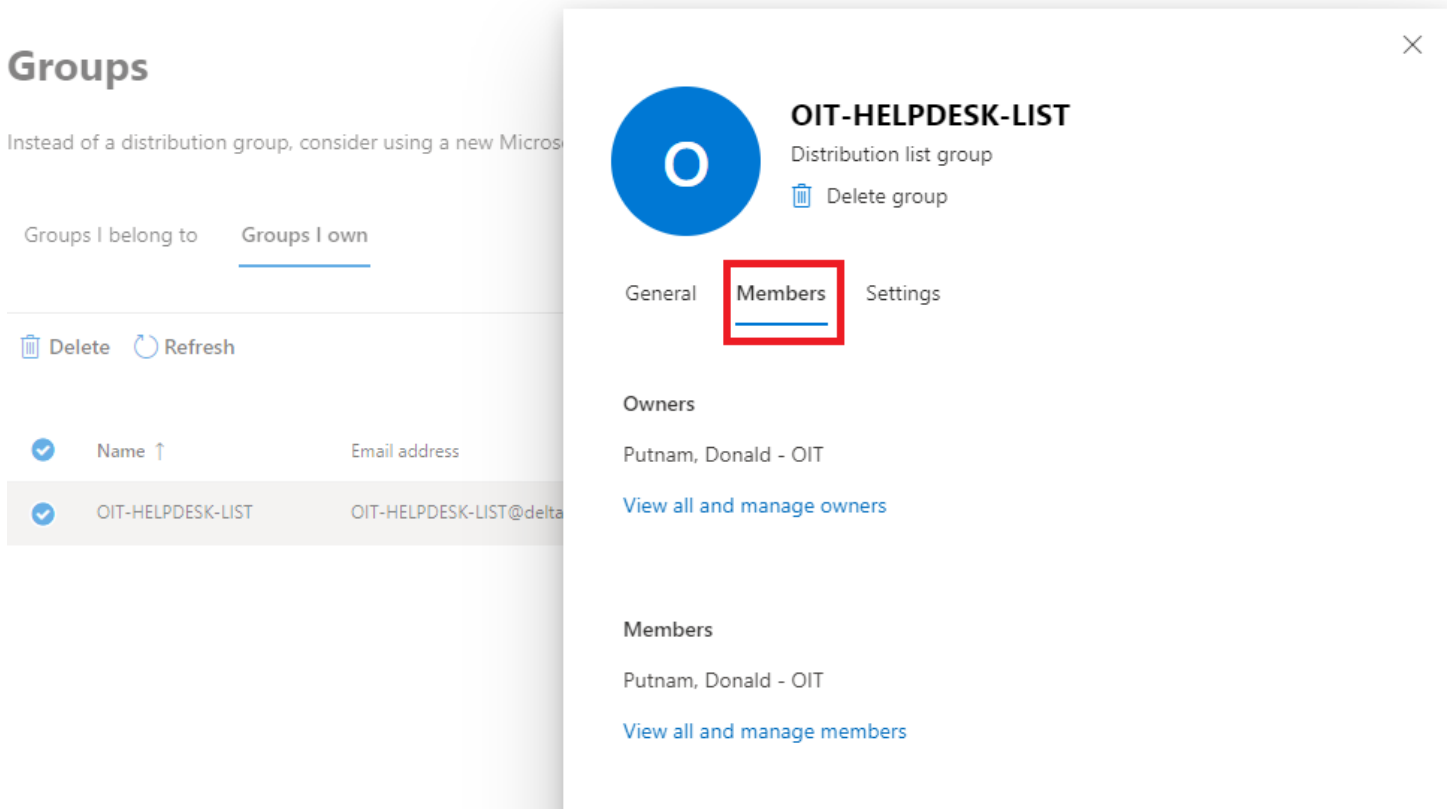
The two menus look the same, so make sure you're in the correct one. To add a member, click "View all and manage members" on the Members tab and then click the plus sign
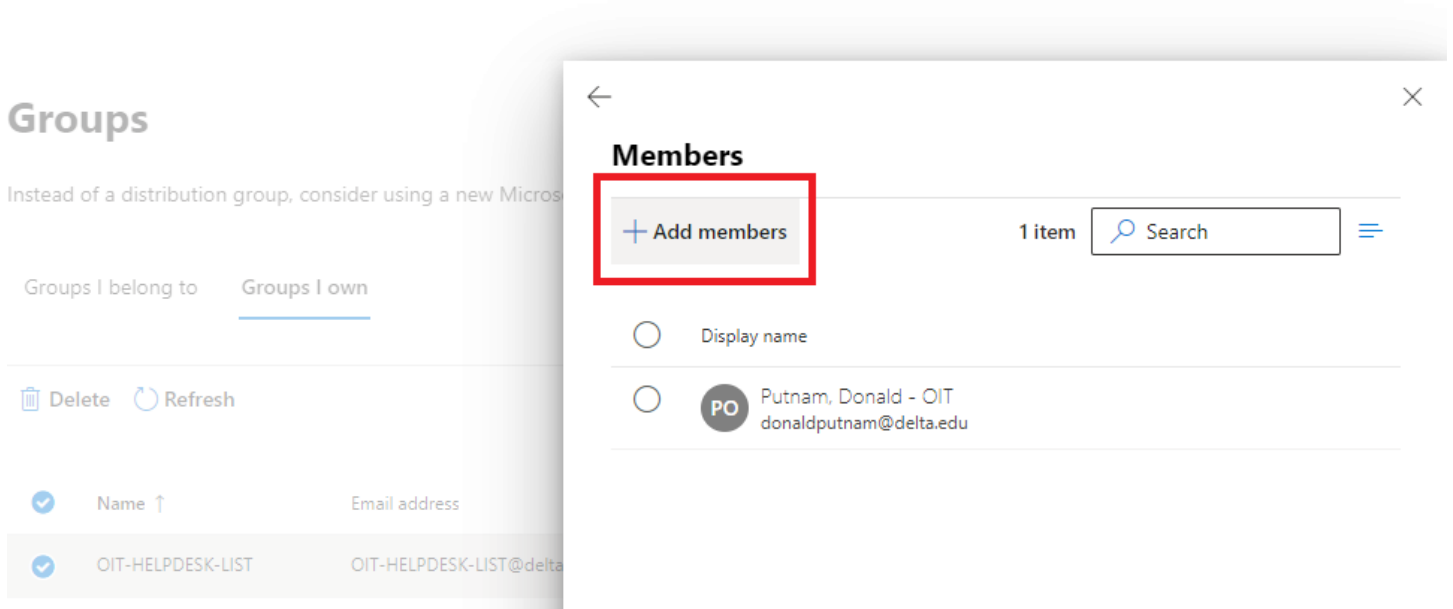
You will be able to search for members to add **by username**. Note that some users may have unusual usernames (in the old UNIX style), or a username that doesn't coincide with their display name (preferred name). You can check multiple users and add them. They stay checked even when you change your Search condition.

Adding or removing members may take up to five minutes to complete. To remove members, find them in the list, check them, and select "Delete". You can also search by username in this pane if the list is very long.

Under the Settings tab, you can manage options for how the list can send/receive mail and how users can join the list.

Groups

Instead of a distribution group, consider using a new Micros

Groups I belong to   Groups I own

🗑 Delete   ⟳ Refresh

	Name ↑	Email address
✓	OIT-HELPDESK-LIST	OIT-HELPDESK-LIST@delta

✕

OIT-HELPDESK-LIST
Distribution list group

🗑 Delete group

General   Members   **Settings**

Membership approval

Join group: Closed
Edit membership approvals

Delivery management

Senders option: Only allow messages from people inside my organization
Specific senders:
Edit delivery management

Message approval

Require moderator approval for message sent to this group: true
Group moderators: Putnam, Donald - OIT
Add senders who didn't require message approval: Putnam, Donald - OIT
Notify a sender if their message is not approved: Always
Edit message approval

Email Options

Receive messages sent to the following addresses:
OIT-HELPDESK-LIST@deltac.onmicrosoft.com,OIT-HELPDESK-LIST@delta.edu
View email options

Mail tip

Off
Edit mailtip

Many of these options offer detailed explanations within the app, and don't usually need to be changed once the list is setup. If you need further assistance or clarification, please contact OIT.