

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... 

<input type="radio"/>	Name ↑	Email address
<input type="radio"/>	ALL-OIT-LIST	ALL-OIT-LIST@delta.edu
<input type="radio"/>	help_owners	help_owners@delta.edu
<input type="radio"/>	Lab1_App_Student	Lab1_App_Student@delta.edu
<input type="radio"/>	OIT-HELPDESK-LIST	OIT-HELPDESK-LIST@delta.edu
<input type="radio"/>	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 

<input type="radio"/>	Name ↑	Email address
<input type="radio"/>	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.




Groups

Instead of a distribution group, consider using a new Micros

Groups I belong to Groups I own

 Delete  Refresh

<input checked="" type="checkbox"/>	Name ↑	Email address
<input checked="" type="checkbox"/>	OIT-HELPDESK-LIST	OIT-HELPDESK-LIST@delta


**OIT-HELPDESK-LIST**
Distribution list group
 Delete group

General Members Settings

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

Alias	Notes
OIT-HELPDESK-LIST	

Hide from global address list (GAL)
Yes
[Edit general settings](#)



Groups

Instead of a distribution group, consider using a new Micros

Groups I belong to Groups I own

 Delete  Refresh

<input checked="" type="checkbox"/>	Name ↑	Email address
<input checked="" type="checkbox"/>	OIT-HELPDESK-LIST	OIT-HELPDESK-LIST@delta


Edit group

Name *

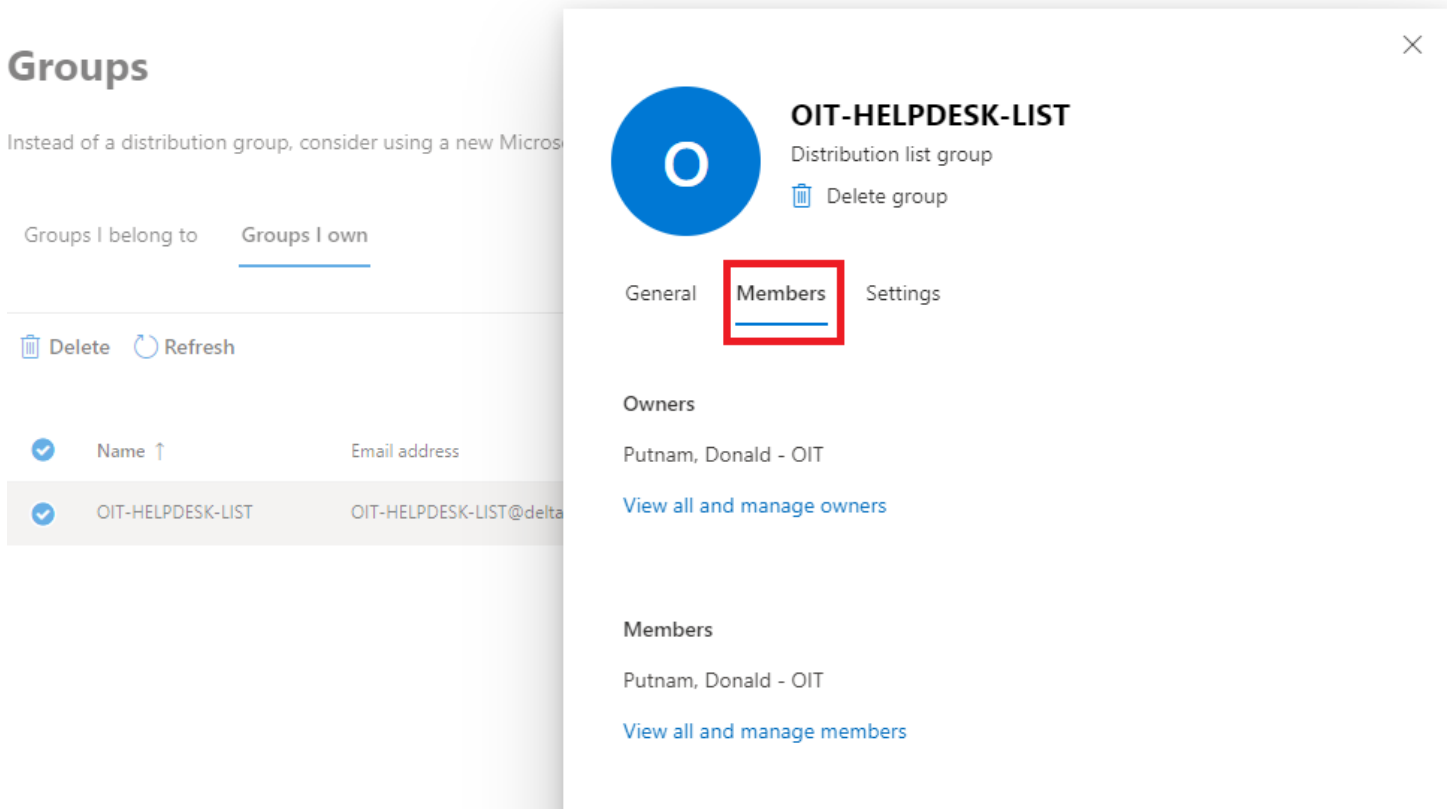
Alias *

Email address
 @

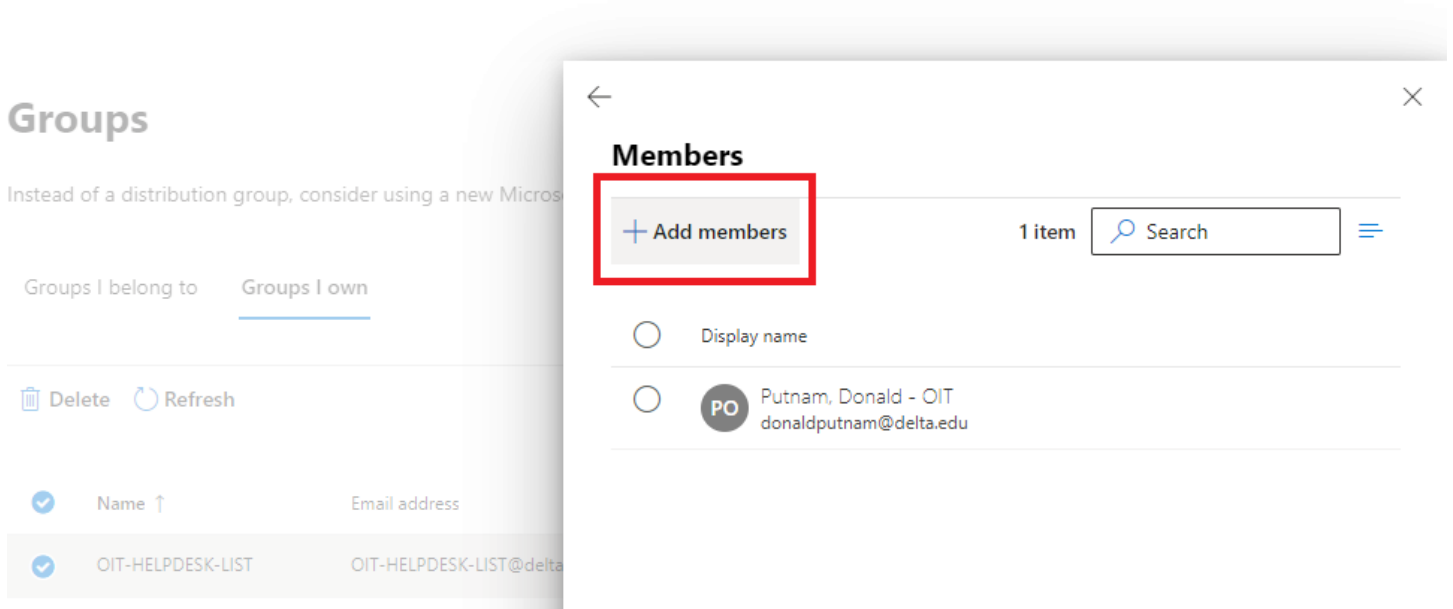
Notes

Hide from global address list (GAL)

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.

Groups

Instead of a distribution group, consider using a new Microsoft

Groups I belong to Groups I own

Delete Refresh

Name ↑ Email address

OIT-HELPDESK-LIST OIT-HELPDESK-LIST@delta.edu



Add members

Refresh

120 items

2 selected ×

Search



Name ↑

Email address



Kasper, David - Ellucian <dekz dekasper@delta.edu



Kasper, David - dekasper@del dekasper@deltac.onmicrosoft.com



Mallory, Chris - Ellucian <chris chrismallory@delta.edu



Wise, Christopher - OIT christopherwise@delta.edu



Wideman, Robert - Ellucian <r robertwideman@delta.edu



Recruiter EmailScanner recruiter_email_scanner@delta.edu



Counseling 2 <counsel2@delt counsel2@delta.edu



White, Michelle - Staff michellewhite@delta.edu



Krukowski, Linda - Staff <linda lindakrukowski@delta.edu



Randall, Pat - Staff jprandal@delta.edu



Cramer, Angela - Staff ajcramer@delta.edu



Counseling 1 <counsel1@delt counsel1@delta.edu



Wesley, Mark - Staff wesley@delta.edu

Add (2)

Groups

Instead of a distribution group, consider using a new Microsoft

Groups I belong to Groups I own

Delete Refresh



Add members

Refresh

0 items

2 selected ×

fff



Name ↑

Email address



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.

Groups

Instead of a distribution group, consider using a new Microsoft 365 group.

Groups I belong to Groups I own


 Delete  Refresh

Name ↑ Email address


OIT-HELPDESK-LIST OIT-HELPDESK-LIST@delta.edu




Members

 Delete (1)


3 items 1 selected ×

 Search

Display name

 Kasper, David - Ellucian <dekasper@delta.edu>
dekasper@delta.edu

 Wise, Christopher - OIT
christopherwise@delta.edu

 Putnam, Donald - OIT
donaldputnam@delta.edu

Groups

Instead of a distribution group, consider using a new Microsoft 365 group.


Groups I belong to Groups I own

 Delete  Refresh

Name ↑ Email address

OIT-HELPDESK-LIST OIT-HELPDESK-LIST@delta.edu

Members

 The changes are saved and will appear within 5 minutes

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

<input checked="" type="checkbox"/>	Name ↑	Email address
<input checked="" type="checkbox"/>	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.