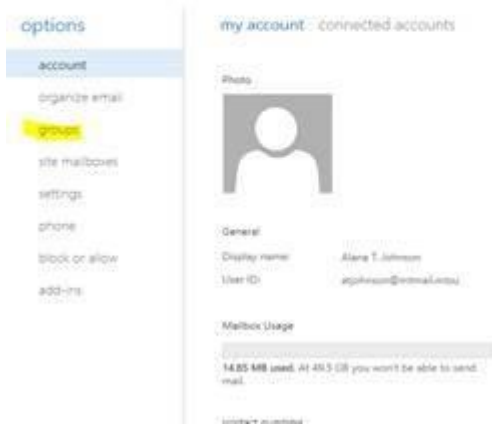


1. Open a web browser and go to <https://admin.exchange.microsoft.com/?page=groups#/>
2. On the left menu list, click on “Groups.”



3. You will see a list under “Distribution Groups I Own.” These are the distribution lists that you can manage.

[Distribution groups](#)

* Instead of a distribution group, consider using a new Microsoft 365 Group to collaborate by sharing conversations, documents, and a calendar. [Learn more](#) or [create a Microsoft 365 Group](#).

Distribution groups I belong to

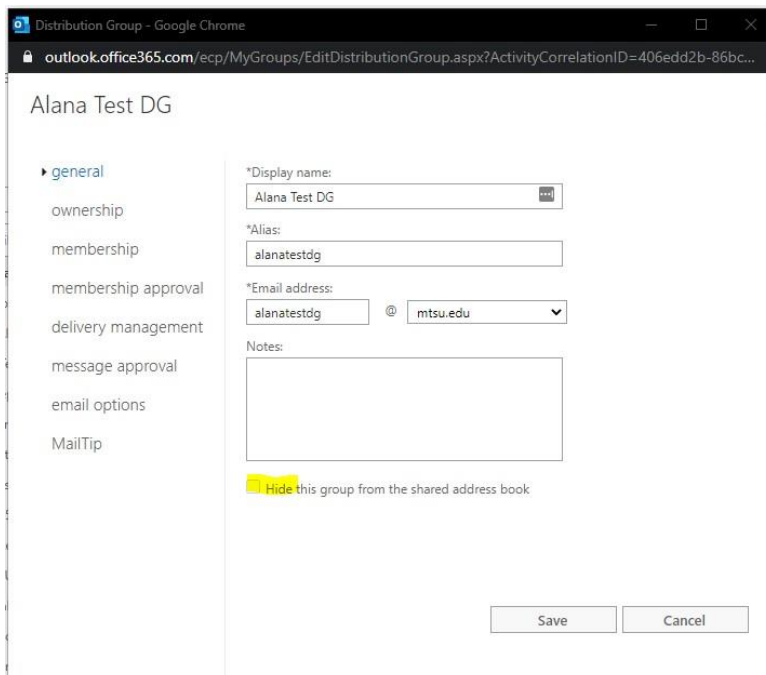
Display name	Email address
Alana Test DG	alanatestdg@mtsu.edu
banotify	banotify@mtsu.edu
DGAlana	DGAlana@mtsu.edu
ESS Test DG	ESSTestDG@mtsu.edu

Distribution groups I own

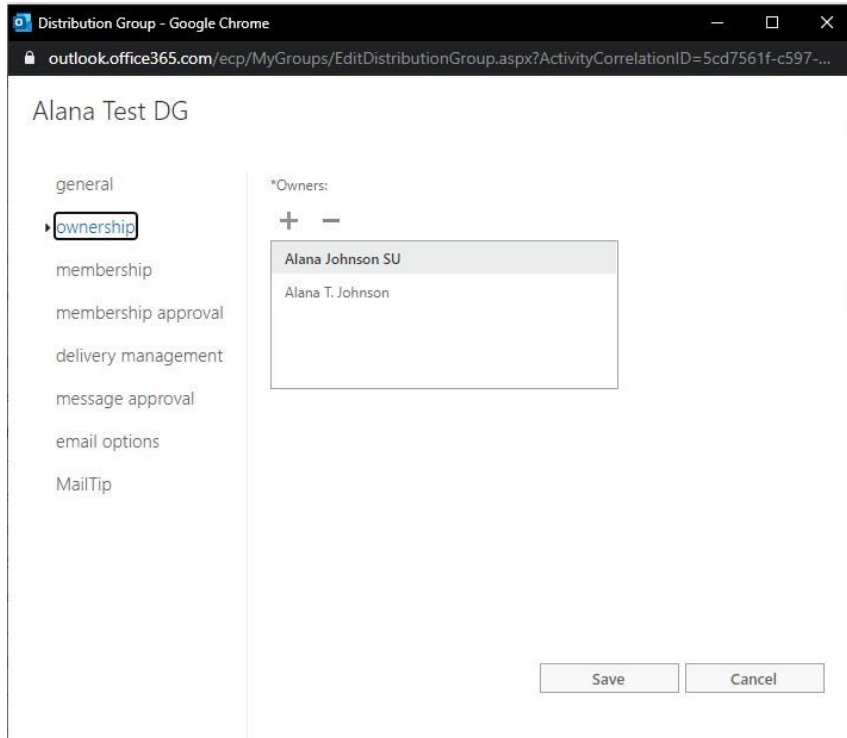
Display name	Email address
Alana Test DG	alanatestdg@mtsu.edu
ESS Test DG	ESSTestDG@mtsu.edu
JohnsonTestDG	johnsonstestdg@mtsu.edu
M365TestDG	M365TestDG@mtsu.edu

4. You can select the list you want to edit. You will be able to manage every aspect of the list just like IT Admins can.

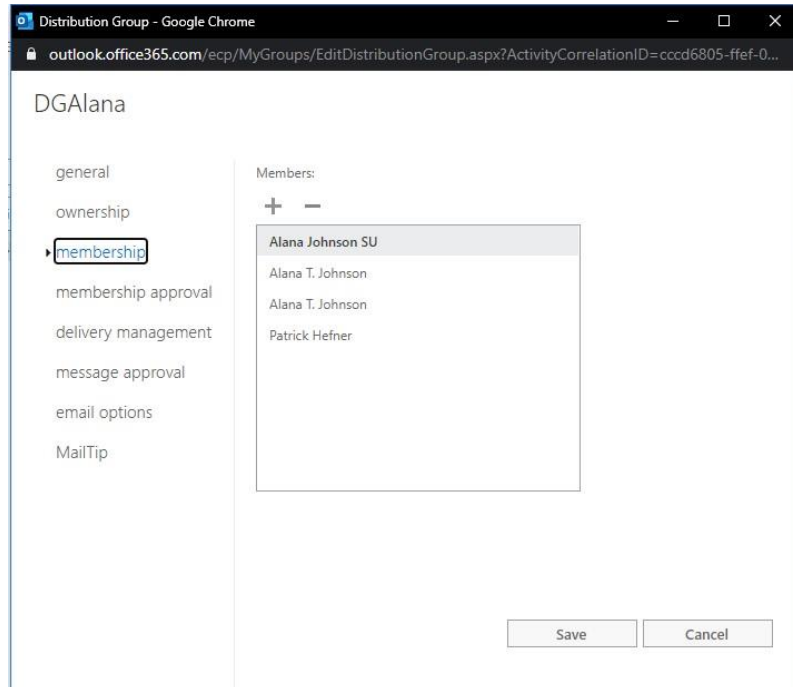
General - You can change the display name only. Owners cannot Hide or Unhide the group from the shared address book (Contact Help Desk). **Do not change the Alias or Email Address without consulting ITD.**



Ownership – Owners of the list can control everything about the list. Add or remove with + or -



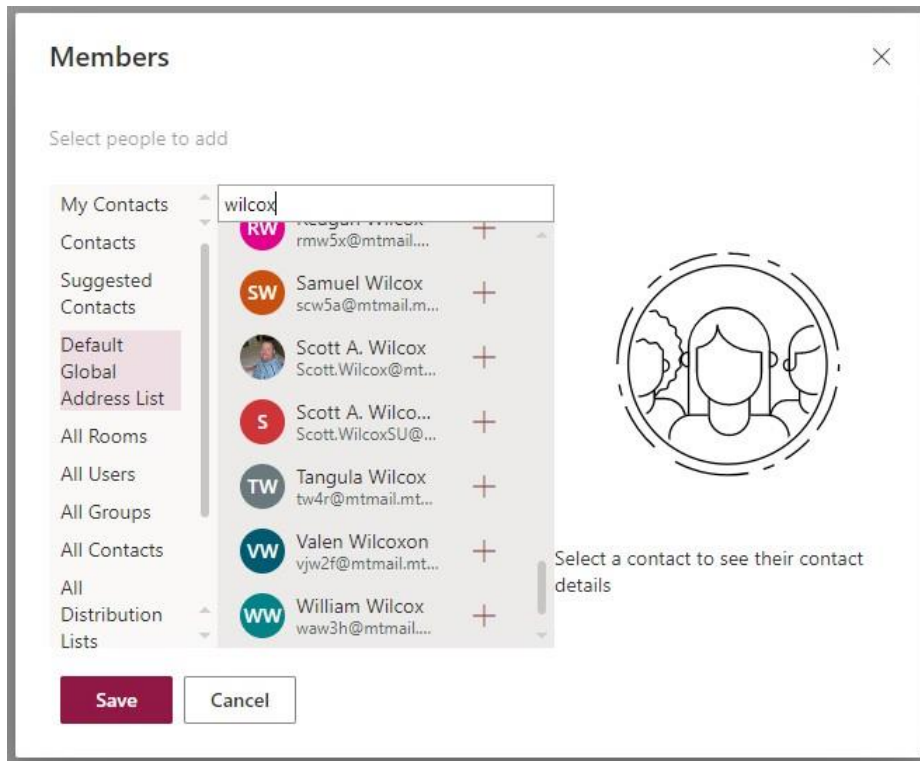
Membership – Add and remove list members here with + or -



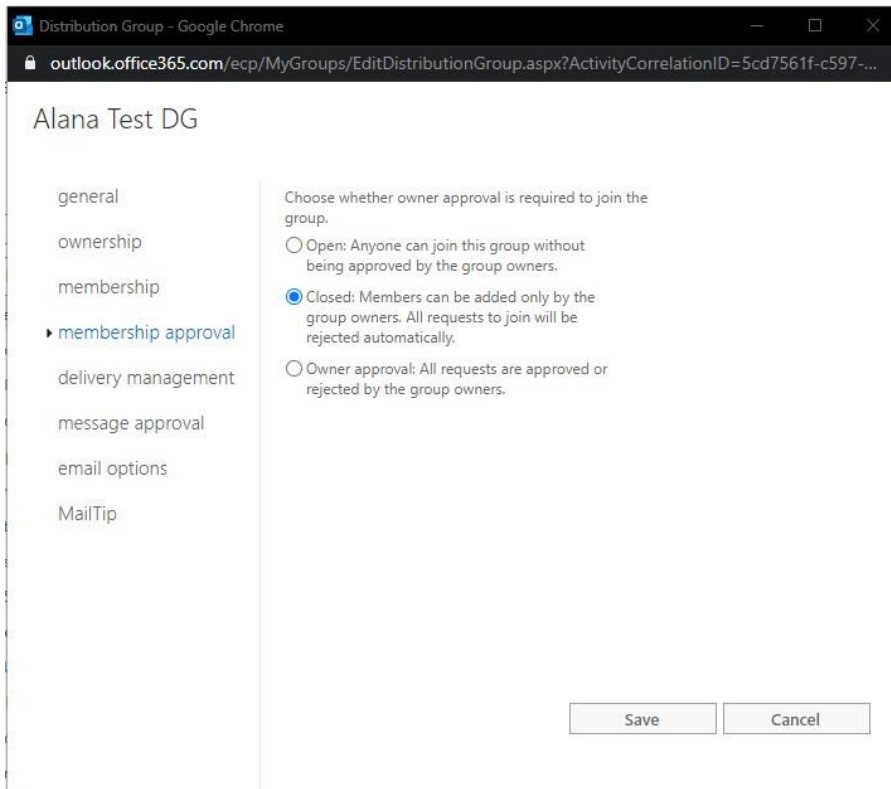
Highlight the user you wish to delete and click the – symbol above the list of names.

OR

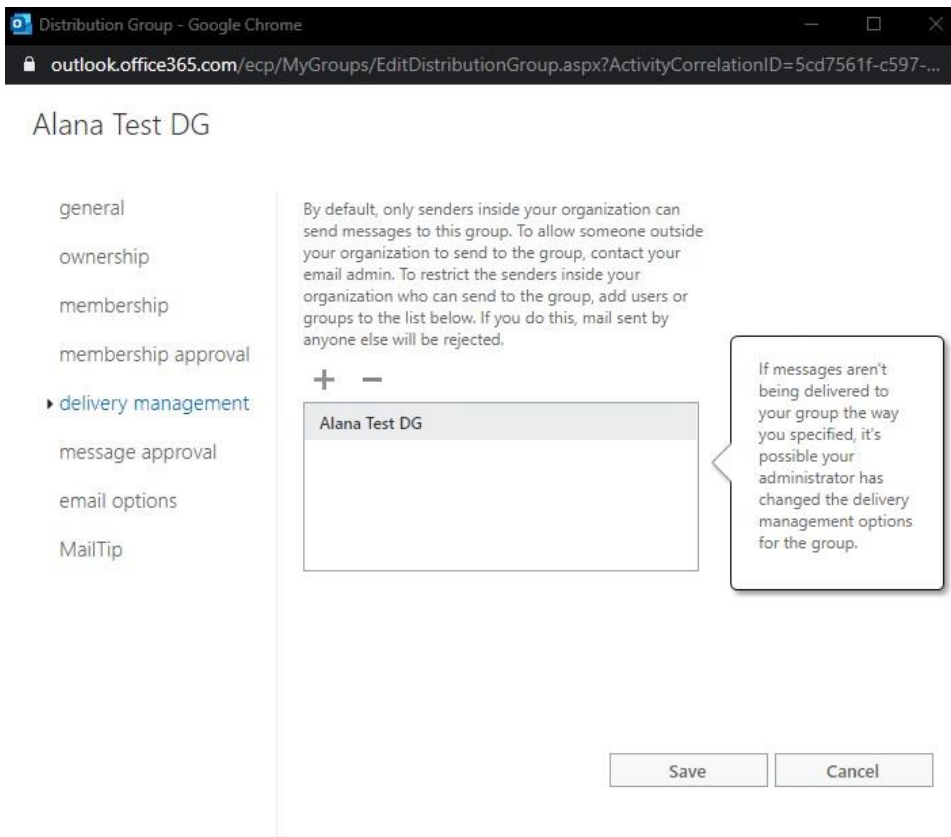
Click “Default Global Address List” on the left and enter the last name of the user you wish you add. Find the person you wish to add and click on the + symbol next to it. The name will appear in the “Select people to add” field. You can add multiple people, and then click “Save” when you are done. Click Save again when you get back to your Members list.



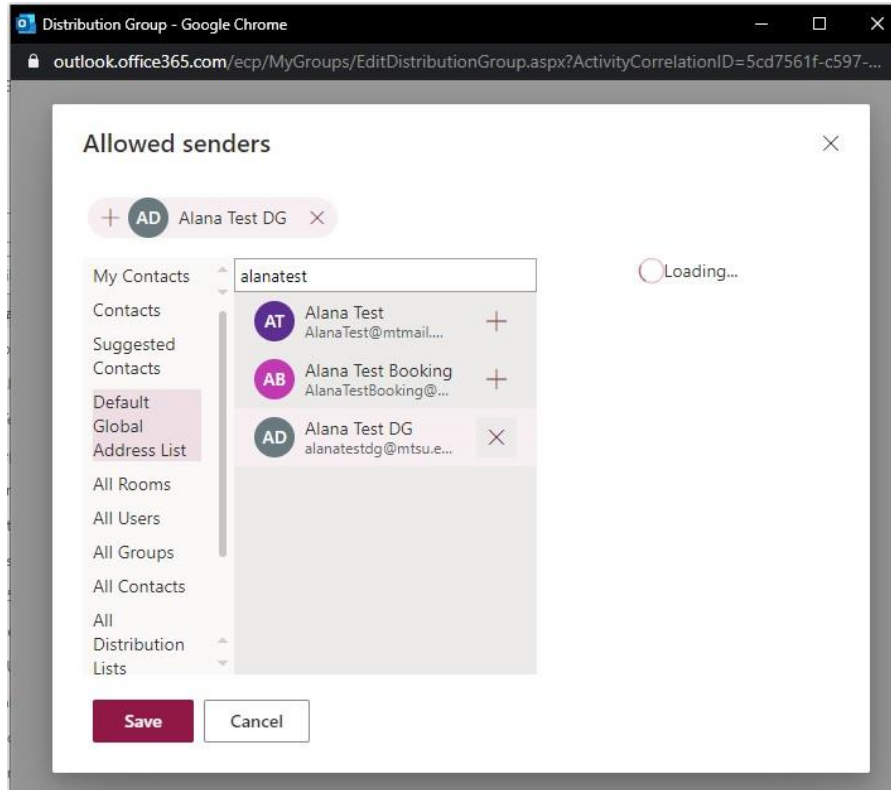
Membership Approval – Choose whether owner approval is required to join the Group.



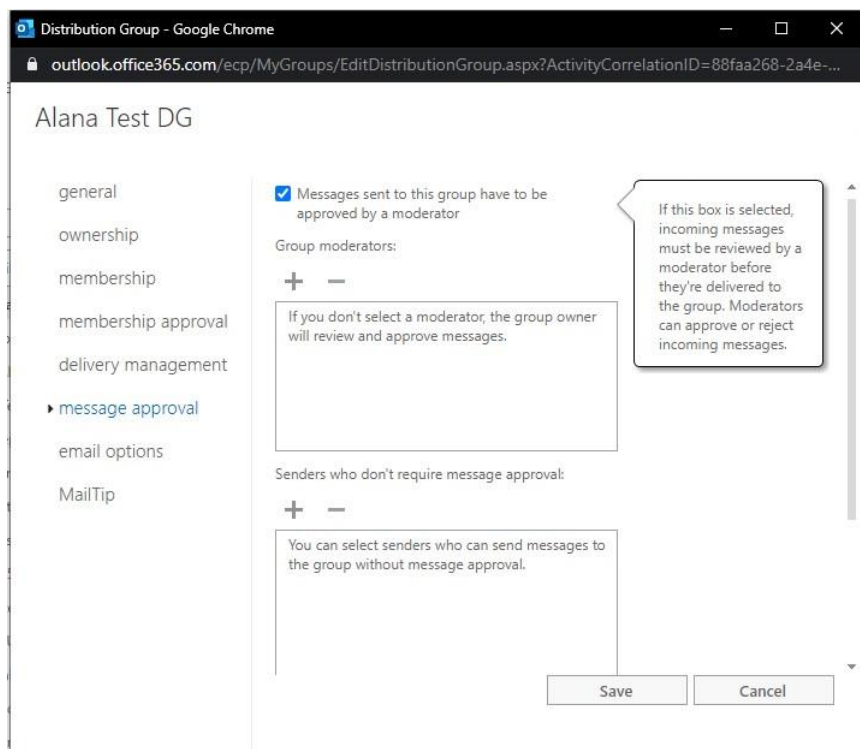
Delivery Management – Controls who can send to the group. All others will be rejected. Can include individuals and groups, (including the group name of your group, so that everyone in your group can send to it).



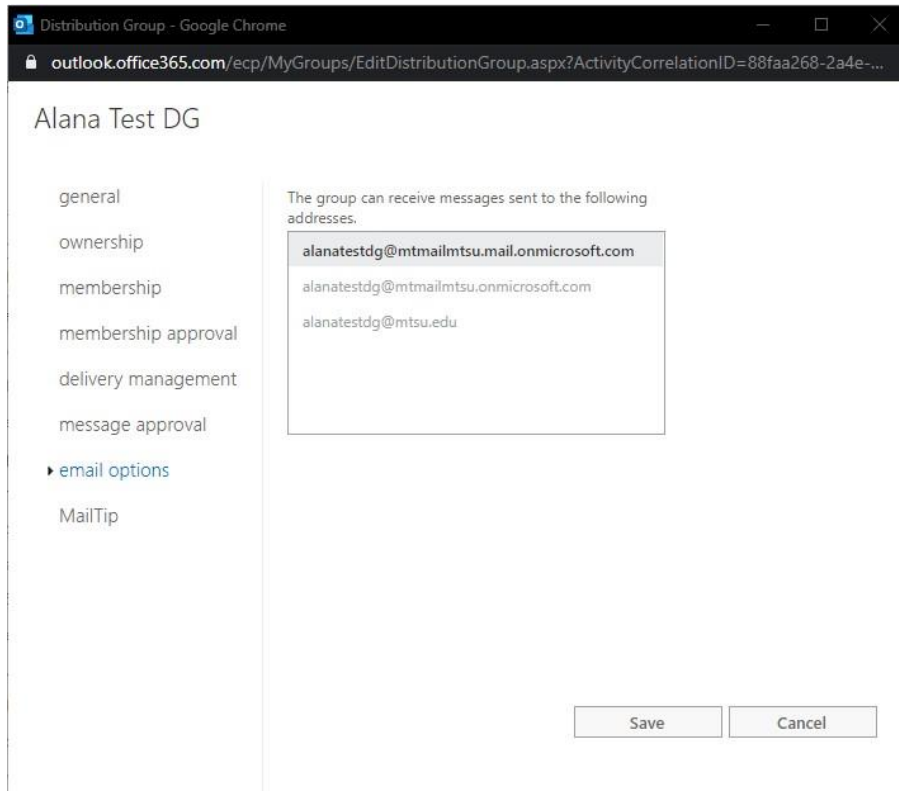
To add allowed senders, click on the + symbol and on the Allowed senders window, choose “Default Global Address List” and type in the name of the person or group you wish to add and click the + next the name. Once you are done adding users, click on “Save”.



Message Approval – Check the box is messages sent to this group have to be approved by a moderator. Add group moderators and Senders who do not require message approval.



Email Options – The email addresses that the group can receive messages. **Do not alter this.**



MailTip – Most people do not need to use this.

