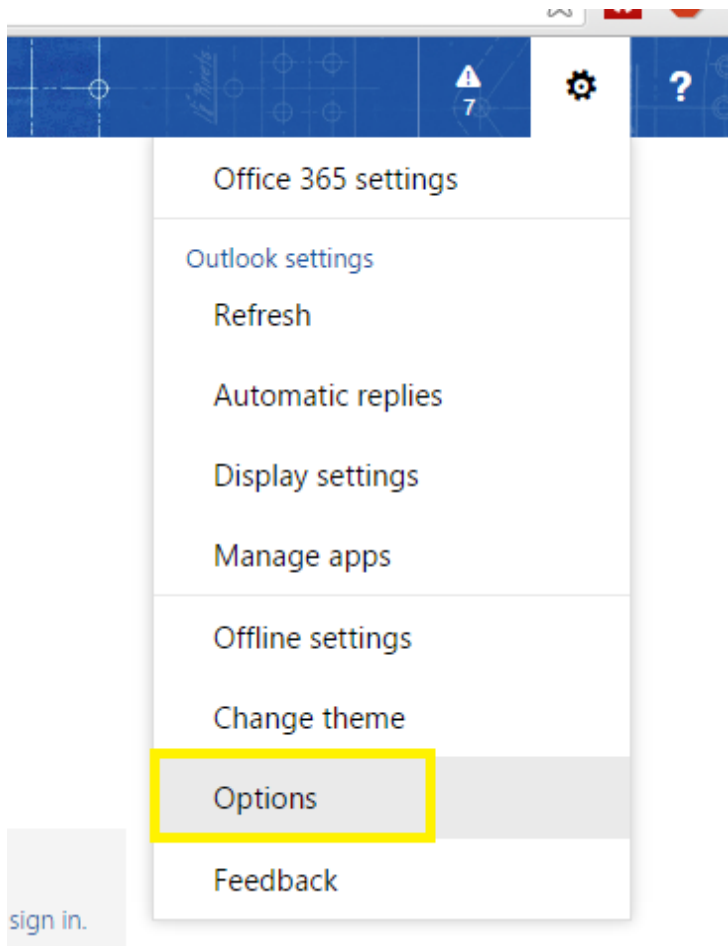




Office 365



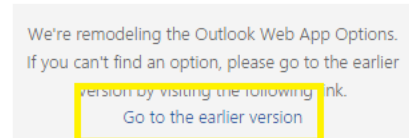
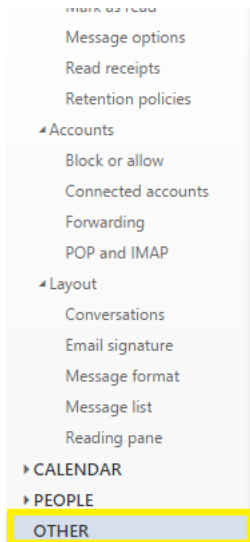
1. Login to <http://myemail.ucdenver.edu>, once there click on the gear icon in the top right corner of the page and click on 'Options'.



If you have any questions, please contact the University of Colorado Denver | Anschutz Medical Campus OIT Help Desk at 303-724-4357 (4-HELP) between the hours of 7:30 a.m. and 5:00 p.m., Monday through Friday. You can also open a ticket at the self-service portal: <http://4help.oit.ucdenver.edu>

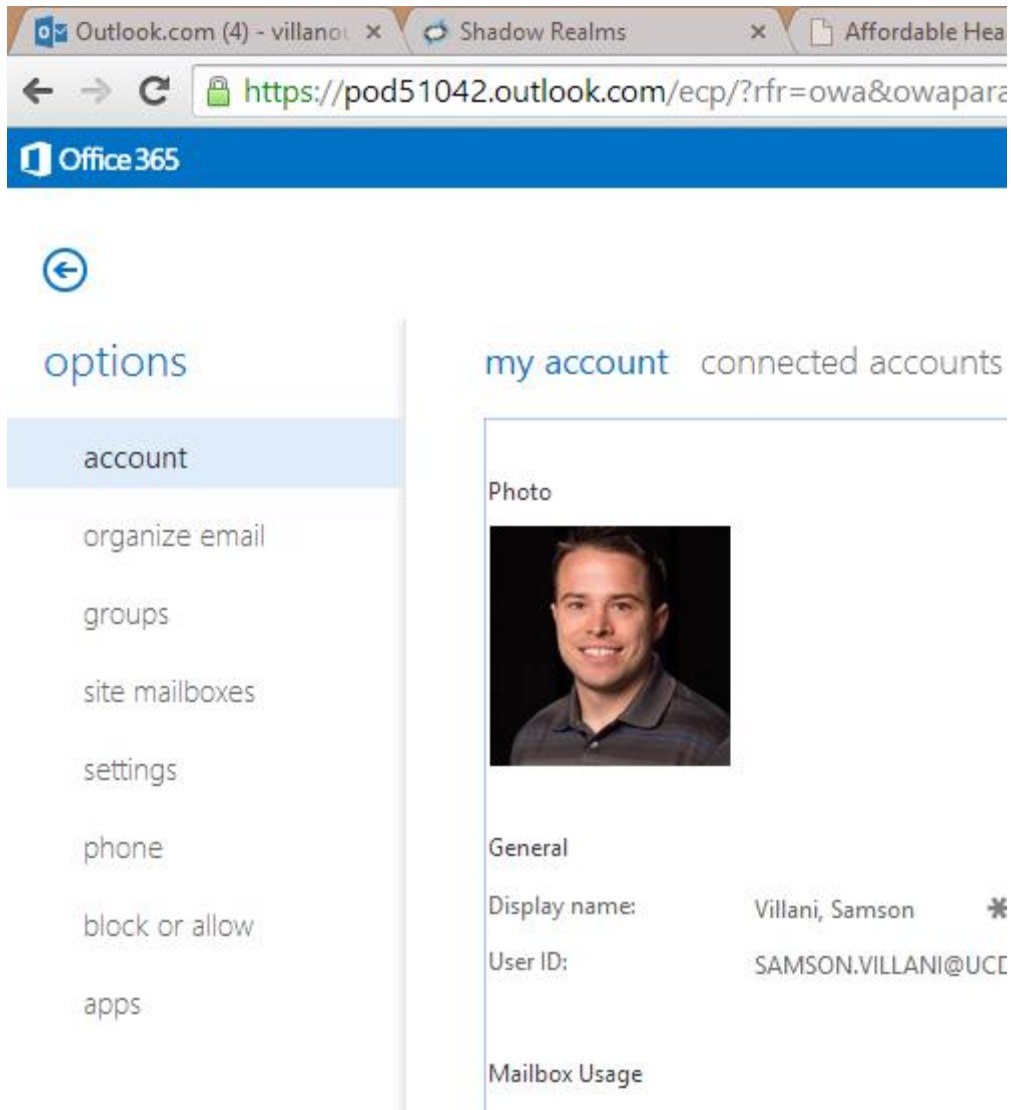
Distribution Group Management

2. Recently Microsoft updated the OWA layout, so now in order to get to the Group Management you need to click on ‘Other’, then “Go to the earlier version”.



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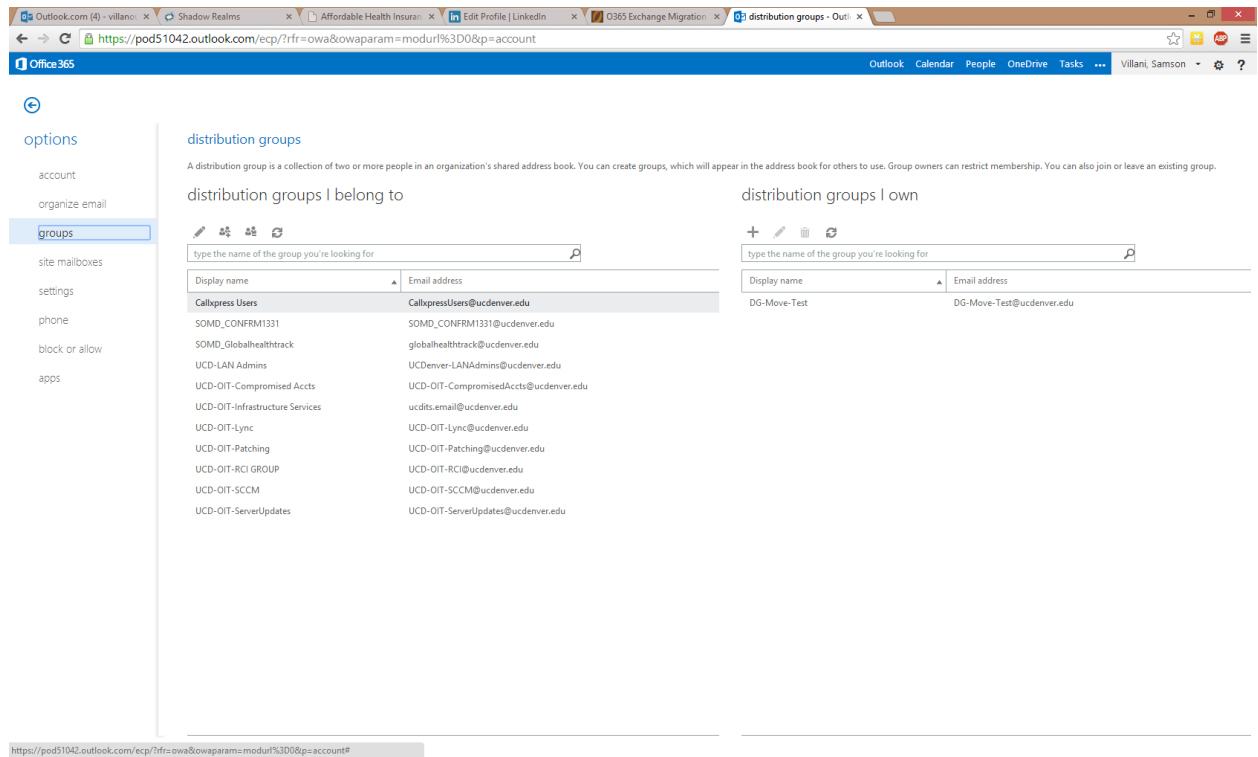
3. Once there you can click on 'Groups' on the left-hand side.



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Distribution Group Management

4. The new window will show all the DG's that you're a part of and the ones you have ownership over.



5. Highlight the DG you wish to edit in 'Distribution groups I own' and click on edit (pencil icon)

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Distribution Group Management

r in the address book for others to use. Group owners can restrict membership. You can also join or leave an exist

distribution groups I own

+ ✎ 🗑️ ↻

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| Display name | Email address |
|--------------|---------------------------|
| DG-Move-Test | DG-Move-Test@ucdenver.edu |

6. From this window you can add/remove members, grant ownership, etc.

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Distribution Group Management

Distribution Group - Google Chrome

https://pod51042.outlook.com/ecp/MyGroups/EditDistributionGroup.aspx?reqId=1408039996382

DG-Move-Test Help

- general
- ownership
- membership
- membership approval
- delivery management
- message approval
- email options
- MailTip

*Display name: DG-Move-Test *

*Alias: DG-Move-Test

*Email address: DG-Move-Test @ ucdenver.edu

Description:

Hide this group from the shared address book

save cancel

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