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

CU Denver | Office of Information Technology

Thursday, May 08, 2014
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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Distribution Group Management

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

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

<table>
<thead>
<tr>
<th>Display name</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>DG-Move-Test</td>
<td><a href="mailto:DG-Move-Test@ucdenver.edu">DG-Move-Test@ucdenver.edu</a></td>
</tr>
</tbody>
</table>

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